

# BRISTOL COMMUNITY COLLEGE

*Board of Trustees*  
Special Board Meeting

## MEETING MINUTES

Thursday, July 25, 2024

### 1. Call to Order

The Board of Trustees Board of Trustees met on Thursday, July 25, 2024; the meeting was conducted virtually via Zoom. Board Chair Medeiros called the meeting to order at 9:04 a.m.

Board Liaison Poudrier-Aaronson announced that since the Board of Trustees would be participating remotely for this Board meeting, attendance and any votes taken would be by Roll Call. She reminded all present that the meeting would be conducted in Open Session with public access. Besides members of the Board of Trustees, members of the President's Leadership Team may be called upon for additional information. Also, in attendance may be members of the general public, who would remain silent during the meeting.

Ms. Poudrier-Aaronson stated she would take attendance by Roll Call and then hand the meeting over to Chair Medeiros.

**Board Members present:** Joan Medeiros, Chair of the Board; Frank Baptista; Joseph Ferreira; Pamela Gauvin; Silvia Jones (9:08 a.m.); and Jeffrey Karam.

**Board Members absent:** Renee Clark; Todd McGhee; Lynn Motta; and Valentina Videva Dufresne

**Others present:** Steve Kenyon; Donna Cramer; Tatiana Oberkoetter; Elena Quiroz-Livanis; Richard Riccardi; Alex Demou; and, Lucinda Poudrier-Aaronson, Assistant to the President and Liaison to the Board of Trustees. Ms. Poudrier-Aaronson also serves as Recording Secretary for this meeting.

### 2. Chair's Remarks

Chair Medeiros welcomed all to the meeting, and thanked the Trustees and all others present for making time for the special meeting. She asked for all meeting attendees to provide a brief introduction including name, role, and industries represented by each Trustee.

Chair Medeiros reminded Trustees that the college has engaged the search firm, Issacson, Miller, to assist with the presidential search process, and she asked Donna Cramer (Issacson, Miller) to provide an overview of the search

### 3. Presidential Search Overview

Donna Cramer thanked the Board of Trustees for the opportunity to provide an overview of the search process. Ms. Cramer reported on the progress of the search for a new president at Bristol Community College. She shared they have developed a comprehensive position profile after conducting listening sessions with the trustees, the community, faculty, staff, and students. The position profile document has been shared with the search committee for review and feedback, as well as the Department of Higher Education. Ms. Cramer reported they have already identified 275 potential candidates, and are awaiting the Commissioner's approval to proceed with posting the position. Ms. Cramer stated timeline would be

aggressive in trying to get someone to start in January 2025, and reminded all that many sitting presidents would elect to finish the academic year at their own institution before coming to Bristol in May or June 2025. Ms. Cramer introduced her colleague, Tatiana Oberkoetter, and asked her to provide further insight into the search timeline.

Ms. OberKoetter shared the search committee met on July 10 and will meet again on July 29 for some additional training related to best human resource practice, including EEO and implicit bias. The search committee also has dates for presentation of candidates on September 9th and October 9<sup>th</sup>. The Committee will aim to conduct semifinalist and finalist interviews in late October and November, with the aim to make an offer by December, for a January start.

#### 4. **Presidential Search Collaboration with DHE**

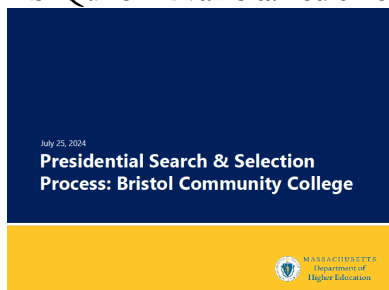
Chair Medeiros thanked Ms. Cramer and Ms. Oberkoetter for their insight, and then introduced Richard Riccardi, Deputy Commissioner for Academic Affairs and Student Success and Elena Quiroz-Livanis

Mr. Riccardi thanked Chair Medeiros and shared that he was relatively new to the presidential search process and while preparing for this meeting, he suggested Elena Quiroz-Livanis, Assistant Commissioner for Academic Policy & Student Success and Chief of Staff, join to speak with the Board of Trustees regarding the Department of Higher Education's collaborative relationship with the college.

Ms. Quiroz-Livanis thanked Rick for serving on the Presidential Search as the DHE representative. She shared she served in this role in Bristol's last search for a college president. She underscored President Douglas' leadership at the college and the importance of attracting qualified applicants for this role while maintaining transparency and collaboration. Ms. Quiroz-Livanis acknowledged both the college and Issacson, Miller, were awaiting two critical pieces of information from DHE to launch the search. She shared the DHE team was working on some edits for the position profile as well as the position's salary range, and intended to have that information to all by end of week in order to attract the strongest candidates.

Ms. Quiroz-Livanis said while she has never been invited to a college's Board meeting related to the presidential search, she thought it was a great idea to have trustees understand the search and hiring process from the system level and build the relationship with DHE. She welcomed the opportunity to present a brief overview of the process. The presentations highlighted efforts to identify a diverse pool of talent from both within and outside Massachusetts. She also emphasized the importance of collaboration between the state office, the search committee, and the local board of trustees throughout the process.

Ms. Quiroz-Livanis talked through the following [presentation](#):



Ms. Quiroz-Livanis reiterated the goal is to identify a strong candidate with the final decision to be made in December or January. She concluded her presentation and asked if there were any questions.

## 5. Responsibilities and Dates for Trustees

Chair Medeiros provided an overview of the presidential search process, including the role of the search committee, the timeline, and the anticipated number of candidates to be interviewed. She shared the Board of Trustees is the appointing authority for the presidential position. Chair Medeiros shared the following details:

- a. Search Committee composition including four Trustees
- b. [Presidential Search website](https://bristolcc.edu/about/presidentialsearch/): <https://bristolcc.edu/about/presidentialsearch/>
- c. Search Committee Charge 07.10.2024 → 3-5 candidates for interviews (*unranked*)
- d. Open Meetings & Public Records Law and HR/EEO/Bias Training conducted
- e. Finalist Interviews with the Board of Trustees – projected November 12-22
- f. Board makes Finalist Selection and presents to the Board of Higher Education
- g. Board of Trustee Meeting scheduled meeting dates
  - Monday, December 2, 2024 (*also a Joint Meeting date with Foundation Board*)
  - Monday, January 27, 2025
- h. A special meeting of the board may be necessary based on timing
- i. Board of Higher Education scheduled meeting dates
  - Tuesday, December 3, 2024
  - Tuesday, January 14, 2025

Trustee Silvia asked about the timing of the search and the possibility of needing an interim plan in place. Chair Medeiros stated she has had a brief conversation with President Douglas related to flexibility of retirement schedule as well as the ability to seek interim solutions if needed.

Chair Medeiros asked Ms. Poudrier-Aaronson to provide the following material to the Trustees by way of email:

- a. List of search committee members
- b. The DHE .ppt (noted above)
- c. The finalized presidential profile

Hearing no further questions or discussion, Chair Medeiros moved on to old business.

## 6. Old Business

Chair Medeiros reminded all the next board of trustees meeting and retreat was scheduled for August 21<sup>st</sup> at the NOWI. She also reminded trustees that the 2024-2025 meeting dates were available in the Trustees shared folder.

## 7. New Business

Chair Medeiros asked if there was any new business, and hearing none, she adjourned the meeting.

## 8. Adjournment

The meeting was adjourned at 9:38 a.m.