

**Bristol Community College
Fall River, Massachusetts**

**Board of Trustees
Meeting Minutes**

May 2, 2022

I. Call to Order

The three hundred and ninety-fourth regular meeting of the Bristol Community College Board of Trustees was held on Monday, May 2, 2022, in person in the Atrium in the Commonwealth College Center Building on the Fall River Campus at 777 Elsbree Street, Fall River, Massachusetts. The meeting was called to order at 4:12 p.m.

Trustees present: Joan Medeiros, Chair; Frank Baptista; Renee Clark; Valentina Videva Dufresne, Secretary; Pamela Gauvin, Esq.; Jeffrey Karam; Lynn Motta; Diane Silvia; and Steven Torres, Esq., Vice Chair.

Trustees absent: Renee Clark – joined late.

II. Chair's Remarks

Chair Medeiros welcomed all to the meeting.

III. Consideration of Consent Agenda Items

Chair Medeiros asked if any consent agenda items needed to be moved to the regular agenda. There were no items to move. She then read the Consent Agenda Items listed and asked for a motion to approve said items.

- Consideration of Minutes of Board of Trustees Meeting for April 4, 2022
- Report of Personnel Actions May 2022
- Report of Workforce and Community Education Contracts May 2022

A motion was made by Trustee Videva Dufresne to approve the consent agenda items and seconded by Trustee Baptista. The motion was approved.

IV. Board Self-Assessment

President Douglas said the Board Self-Assessment form was in the Board's folders and the Trustees would be given this time during the meeting to complete the form.

The data collected from this self-assessment will provide information as to how the Board can become more effective and their meetings more meaningful. This is also part of the NECHE accreditation requirements on evaluating governance. She said when the

Trustees completed their forms, they were to be given to Ms. Wordell. The results would be tabulated and shared at the next Board meeting.

(Trustee Clark joined the meeting at this time.)

V. President's Report

President Douglas shared some important upcoming events with the Board.

- Student Awards Night on Wednesday, May 11
- Take Two Commencement for 2020 and 2021 Graduates on Friday May 20
- Bristol's Commencement on Saturday, May 21

Enrollment Update

President Douglas said the summer enrollment is down 13% in credits from last summer and down 10% in headcount. However, we are up 34% in applications, 59% in admits, and have admitted 98% more BIPOC (Black, Indigenous and people of color) students than last summer.

For fall enrollment, the college is down 29% in credits from last year and down 26% in headcount. Saturday, April 30 was Admitted Students Day and the next Admitted Students Day is in the evening on May 13.

President's Goals Update

President Douglas reviewed updates to her Approved Key Goals for 2021-22 with the Board that included the following strategies:

- Strategy #1 Academic Innovation
Objective 2: Increase enrollment of adult learner populations - Decision made to target Veterans and Parents as our first adult learner segments because of supports already in place to assist them. Marketing has built these target groups into their campaign for Fall 2022.
Objective 3: Create an engaged online learner community - RSI being built into a more comprehensive communications standards guideline. Administration working together with the union to expand these standards and approve as Best Practices.
Objective 5: Implement the Slate Customer Relations Management platform - Currently developing a new system for including Dual Enrollment students into our college enrollment process as part of our plan to centralize the enrollment for all students. New Bedford High School summer students will serve as a pilot group.
- Strategy #2 Identify Diversity, Equity and Inclusion
Objective 1: Increase the number of diverse employees at Bristol Community College - Data regarding the demographics of our employee base as compared to

our student population was presented to the Leadership Team at the Equity Retreat #2 held in April. We are in the process of aggregating the data by job function and department in order to set specific hiring goals with intent to initially focus on student facing and support departments to ensure diverse employee representation.

Objective 2: Identify Diversity, Equity and Inclusion (DEI) competencies for all employees - Recommendations for additional required professional development in support of our new competencies to be presented at Equity Retreat #3 in June.

Objective 3: Increase the number of BIPOC students enrolled at the college - Holistic admissions pilot for Nursing Program launched in Spring 2022 with initial data collection in process.

Objective 5: Conduct an audit of Student Services and Enrollment Management policies for equitable practices - The Student Services Council completed their report and will submit to Central Governance Council in May.

Objective 6: Conduct an audit Student Services and Enrollment Management communications for appropriate language - The Student Services Council completed their report and will submit to Central Governance Council in May.

Objective 7: Develop an education career pathway to increase the number of minority teachers in our region - Academic Affairs working with the Grants Office to identify areas of potential funding for this initiative.

- Strategy #3 Organizational Excellence

Objective 3: Mitigate risk among the top three areas of potential risk - Information Technology is developing a new project management system to enable them to prioritize their work in support of the various areas of the college and to ensure that resources are being aligned with strategic needs (e.g., cyber security).

Objective 5: Develop a culture of service throughout the organization that includes both internal and external customers - Year Three of Strategic Plan will adopt the “Student Ready College” approach in conjunction with a focus on building adult learner supports to develop a strategic advantage in the student market. Our Opening Day theme in September will focus on our commitment to being “student-ready” and what that means for our institution and students.

Objective 6: Align our fundraising with strategic goals - The Development Office is cleaning up data and merging database tools to provide accurate reports of donor giving, donor intent, and alumni engagement. Data will be used to inform Year Three of the strategic plan relative to aligning Development Office activities and Foundation funding to meet the strategic needs of the college. A key focus will be to align key fundraising objectives to prospective donors.

- Strategy #4 Partnerships

Objective 1: Identify Strategic K-12 partnerships in “opportunity zones” – Designations were awarded to NBHS and Argosy in March 2022.

President Douglas asked if there were any questions. There were no questions.

VI. Financial Update

Vice President Steve Kenyon gave a Financial Update to the Board. He said there are two months left to Fiscal Year 2022. Enrollment has stabilized and our focus is shifting to summer and fall enrollments. We should have the state appropriations number by June; it looks good.

We are processing and finalizing labor contracts. AFSCME will receive retro payments for two years. A three-year adjunct contract has been signed with retro payments to 463 adjunct faculty. The contracts are negotiated at the state level but are funded at the local level.

There is a \$2.2 million surplus for the third year in a row. The increased cash balances help to keep fees low. The unrealized loss of \$400,000 on Fidelity is better than \$800,000 of a few months ago. The Finance/Budget Committee is to meet with Fidelity in early June. We have disbursed \$1.6 million in CARES funds to our students. They are working on budgeting policies and procedures in line with the Strategic Plan.

Trustee Torres had a question regarding the Fidelity portfolio. V.P. Kenyon said that if the value were to decline by 10% or more from July 1, 2021, then he would notify the Finance/Budget Committee. At this time the value is still below 10%, however they should still meet with Fidelity.

VII. Report of the Student Delegate

Student Delegate Raffia Saleem was not in attendance at the meeting, however had provided a video of her report to the Board. The following are some of the highlights of her report.

Student Engagement

- Leaders' Academy
 - Ended April 6th
 - Awards for participation.
- Student Award Night
 - May 11th 6:30 pm, H building.
- Student Senate Intent Packets
 - Due 29th April.
 - Elections will be held 4th, 5th & 6th
- Eid Party
 - After Ramadan party.
 - Lovely weather and outdoor tent party.
- Commencement
 - Lawn Party
 - Cap décor

VIII. Old Business

There was no Old Business to come before the Board.

IX. New Business

There was no New Business to come before the Board.

X. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 4:59 p.m.

Respectfully submitted,

Valentina Videva Dufresne

Valentina Videva Dufresne, Secretary

6/2/22
Date Approved

KAW____
Initials