

**Bristol Community College  
Fall River, Massachusetts**

**Board of Trustees  
Meeting Minutes**

**June 2, 2022**

**I. Call to Order**

The three hundred and ninety-fifth regular meeting of the Bristol Community College Board of Trustees was held on Thursday, June 2, 2022, in person in the Ryckebusch Faculty Staff Lounge 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; Pamela Gauvin, Esq.; Jeffrey Karam; Lynn Motta; Diane Silvia; and Steven Torres, Esq., Vice Chair.

Trustees absent: Frank Baptista; Renee Clark; and Valentina Videva Dufresne, Secretary.

**II. Chair's Remarks**

Chair Medeiros welcomed all to the meeting. She announced they have a new Student Trustee for 2022 – 2023: Samuel “Saul” Horton. Saul is a resident of New Bedford and is expected to graduate in May 2023 with a degree in mechanical engineering. He is also President of the Student Veterans of America at Bristol Community College. She said that Saul was not present at today's meeting, but will begin his term as of July 1, 2022.

Chair Medeiros said that she was sad to say goodbye to our Alumni Trustee for the past ten years: Diane Silvia. Ms. Silvia has served in this role from 2012 until present providing outstanding insight and dedication to the Board, the President and the college. She said they will miss her terribly. Chair Medeiros presented Ms. Silvia with a gift. Ms. Silvia thanked the Trustees and said it was an honor to serve the Board and the college in this capacity for the past ten years.

Chair Medeiros then introduced our new Alumni Trustee for 2022, James Mathes, who would begin his term on July 1, 2022. Mr. Mathes is the President and CEO of Dennison Memorial Community Center in New Bedford, and was President for many years of the New Bedford Area Chamber of Commerce as well as Executive Director of Junior Achievement of Greater New Bedford. Besides being an alumnus of Bristol from 1983, Mr. Mathes has received an Honorary Degree and Paragon Award from Bristol. Mr. Mathes said that he is thrilled to be a member of the Board and looks forward to working with everyone.

Chair Medeiros also thanked everyone who had participated in this year's Commencement. She said it was great to have a live event again and was a wonderful day!

### 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 May 2, 2022
- Consideration of Minutes of Joint Board Meeting for May 2, 2022
- Report of Personnel Actions June 2022
- Report of Workforce and Community Education Contracts June 2022

A motion was made by Trustee Karam to approve the consent agenda items and seconded by Trustee Motta. The motion was approved.

### IV. MCCC Update

Chair Medeiros introduced members of the MCCC who were to give a presentation to the Board: Emily Brown, the outgoing President of the BrCCC Chapter of MCCC and Michael Geary, the incoming President of the BrCCC Chapter of MCCC.

Ms. Brown said as the outgoing President of the BrCCC Chapter, she wished to thank the Board for taking the time during their meeting for this presentation. She said she is also thrilled that Michael Geary will be taking over as the BrCCC Chapter President. The following are some of the highlights of their presentation.

#### The BrCCC at Bristol:

- Team approach
- Unions are a critical part of maintaining worker's rights, especially during times of rapid change.
- Access to telework schedules
- Clarification of E5s
- Fighting for equitable meeting modality
- Search committees
- MCCC/AFSCME work
- Bristol App protections
- Rising member engagement
- Increased solidarity between faculty and professional staff

#### Concerns:

- Attrition, turn-over, lack of interested candidates
- Rumors of difficult work conditions

- Telework equity
- Office space requests
- Layoffs

Chair Medeiros thanked Ms. Brown for her service to the college and her work with collaboration between the union and administration. She welcomed Mr. Geary in his new position.

Mr. Geary said we are all in this together. He is excited with the collaboration between the union and administration and hopes to continue the discussions.

#### V. Staff Senate Presentation

Chair Medeiros introduced Katie Mello, President of the Staff Senate, to give a presentation to the Board. Below are some of the highlights of her presentation.

##### Brief History – Looking Back

- The Bristol Staff Senate was created in July 2018 by its founding Executive Officers. (Katie Mello, Jennifer Sousa and Lisa Lavoie)
- Our first year: the team worked with staff to determine what areas of the college needed representation.
- Executive officers were appointed to serve for the first year as the Mission Statement, Functions and Bylaws were drafted, and voted on by the staff.
- Recruited senators for each area to serve in our first transitional year.
- First election was held in April 2019. Officers and senators would serve their first term from 2019 - 2022 (3-year term).
- In May 2022, our second election was held, and senators will serve from 2022-2025.

##### Mission Statement

- The Bristol Community College Staff Senate shall be known as the Bristol Staff Senate. It shall be comprised of all non-instructional personnel, including Classified, Non-unit Confidential, Non-unit classified, Part-time staff, and Non-Unit Professionals, with the exception of the members of the Academic Leadership Team and the President's Leadership team. It is the mission of the Staff Senate to allow the staff an active role and involvement in the shared governance of the college to promote transparency and cooperative interaction among colleagues.
- Located on our webpage: [Bristol Community | Bristol Community College \(bristolcc.edu\)](https://bristolcc.edu)

##### Functions of Bristol Staff Senate

- The Staff Senate shall provide for the orderly representation of non-instructional personnel as it pertains to matters outside of the collective bargaining agreement by promoting and facilitating the communication between staff and policy-makers in areas affecting their general welfare and work environment.

- It will at all times direct its activities in a positive, constructive manner and commit itself to the betterment of the College.
- The Senate will provide a medium for the exchange and coordination of information between members of the staff, administration, faculty, and students.
- The Senate shall establish such committees as it deems necessary to carry out its functions.
- The Senate may consider all matters placed on its agenda by College and Senate committees, by individual staff members, by Vice Presidents, or by the President of the College.
- Assists in the communication of issues and activities affecting staff members; promotes and facilitates staff participation in the college community.
- The Staff Senate will work in collaboration with the Faculty & Professional Staff Senate on matters of direct concern to both faculty and staff on an as needed basis.
- Encourages a sense of community among all college employees and the college community by focusing on the educational growth of our students by promoting and fostering an environment centered on learning, understanding and diversity.

#### May 2022 Election Results - Executive Officers

- Shannon Savoy – Secretary
- Jennifer Sousa – Vice President
- Katie Mello - President

#### May 2022 Election Results - Senate Representatives

- Academic Affairs - Luz Perez and Rossis Melendez
- Attleboro Campus - Gayle Salve and Laurie Pieroni
- Campus Police - Vasco Cordeiro Jr. and vacancy
- Economic and Business Development - Christen Antonio and Kate Ashworth
- Facilities - Philicia Pacheco and Maria Pacheco
- Fiscal Services - Sue DeCoste and vacancy
- New Bedford Campus - Nathan Vaughan and Tinamarie Marshall
- Part-time Staff - Heidi Campbell and Rebekah Senay
- Student Services and Enrollment Management - Kathleen Foley-Peres and Renata Garcia
- Taunton Center - Chassity Tavares and vacancy
- Library Learning Commons - Mitchell Kenyon and Marie Collazo-Rivera
- Information Technology Services - Ernie Nicholson and Kayla Desrosiers

#### Update: Goals & Initiatives for 2019 to 2022

##### Grow Staff Senate – increase participation and attendance at meetings.

- Five new senators have joined as interim senators in the last year.
- We offer Monthly Coffee hours, meetings and Professional Development workshops.
- Attendance has reached up to 50 people per event.
- Professional development certificates have been created for those who have attended, a copy is sent to HR to be placed in staff members personnel files.

- Our second election was a huge success, and we have new senators!

Improve Communication

- Webpage
- Bristol weekly
- Creation and maintenance of email list serves for senators and staff.
- Staff Senate Team created to share updates and information about all programs.

Mentorship Pilot Program

- Update: Pilot approved by PLT in October 2021.
- The program began in January 2022.

We Got Your Back! – Backpack project for students.

- Update: Kickoff of program 11/12/2021 at Mobile Food Mart and second distribution in May 2022. 200 bags between all 4 campus locations have been given to Bristol students.

Pay It Forward Program – Voluntary staff payroll deduction or donations to continue to fund backpack project and additional community service programs.

- Update: Program will begin in the fall 2022 to help the senate continue with community service projects.

Professional Development Workshops – began in Spring 2019.

- Update: All sessions recorded, housed in Staff Senate Team, sent out as invitations to our staff list. We will be adding to events page and weekly. All workshops are also shared with Faculty and Professional Staff Senate.

Bristol Staff Senate Fun Events – We have been hosting online due to COVID.

- We are hoping to offer in person over the summer and fall 2022 to help foster collegiality.
- We will offer family events as well. Annual cookout and holiday gathering in planning stages.

Bristol Bayhawk Victor - Employee recognition program.

- Program was created in March 2020 and became a collaboration with Faculty and Professional Staff Senate.
- Employees are awarded with a soft-shell jacket, certificate, announcement in the Bristol Weekly, at Bristol Updates Live, and at Bristol's annual Employee Recognition.  
Plans to submit a story in the Bristol Weekly showcasing all the winners from the first year of the program.

Professional Development Workshops

We have offered many workshops since we began in spring 2020. The Staff Senate continued through the pandemic. We held our workshops remotely using zoom. This increased our attendance greatly. Fall 2022 programming is under way. An annual survey is sent out to staff and then the team works to offer workshops for the upcoming year.

- Conversational Second Language
- American Sign Language
- Banner Finance
- Microsoft Teams
- Microsoft Forms

- Microsoft Bookings
- One Drive
- Dynamic Forms
- Public Speaking
- Equity Workshop

Where We Are Headed - Most of 2019-2022 Goals Have Been Accomplished

- Next set of goals under development and will be finalized at the Staff Senate Retreat over summer 2022.
- Create teams of senators for each of our initiatives.
- Continue to grow current programs and increase staff involvement.
- Continue with Professional Development and expand our offerings.
- Expand and increase staff involvement in Bristol's shared governance and service to the college.
- Student Mentorship Program.
- Softball game to raise money for student scholarships.
- Additional Community Service Projects.
- Annual review and update Bylaws to include new areas we have added.

President Douglas said that the union and staff presentations given to the Board over the past few months display four great organizations/groups. Union and staff leaders have always been available to talk through common problems and issues. They have been a joy to work with and she looks forward to a great year ahead. Chair Medeiros thanked Ms. Mello for her in-depth presentation.

VI. President's Report

Trustee Talking Points

President Douglas said the following Trustee Talking Points would be discussed:

- ACEN Nursing Accreditation
- Graduating our first offshore wind students/ACE MV
- Rhode Island College MOU signed

V.P. for Academic Affairs Suzanne Buglione said she was happy to say that Bristol's Nursing Department was granted full accreditation by ACEN (Accreditation Commission for Education in Nursing) with one area for improvement in Standard 6 outcomes. To rectify this, a small group of faculty will be analyzing clinical tools and streamlining the paperwork processes. New evaluation tools will begin in the fall. They will take a systemic approach from annual evaluations to monthly check-ins to better track outcomes and continue to look at department committee improvement in all areas. During the pandemic some ENCLAVE scores fell as student had tremendous challenges to overcome; some were daily exposed to COVID. These measures they will put in place will be necessary.

V.P. Buglione said Bristol is offering a certificate in Offshore Wind at Martha's Vineyard. This is an 18-month-old partnership with Adult and Community Education

(ACE). They are graduating the first cohort of five students; the next group of four students will graduate in December. They are very excited about training these students at Martha's Vineyard.

Vice President for Marketing and Communications Joyce Brennan said that in April of this year, Bristol signed a memorandum of understanding with Rhode Island College that will provide a seamless program-to-program transfer pathway for Bristol students.

#### Summer Enrollment Update

President Douglas said that summer enrollment is down 4.91%, which still keeps us on budget. While we added a healthy number of face-to-face and hybrid courses, the clear modality preference has been online. We ended up cancelling 28 hybrid and 28 face-to-face classes, even with running classes at lower enrollments than normal. We ran face-to-face classes with an average size of 6.56 students, and hybrid classes with an average of 6.74 students; compared to an average class size of online asynchronous at 18.38 students.

#### Fall Enrollment

President Douglas said that fall enrollment is down 15.30% but each day we seem to be making gains. We are seeing a greater demand for in-person classes for fall. At this point in time, we are down 9% in applications, yet up 8% in admits. We are very thankful for our CRM (customer relations management) software that is helping us manage enrollment communication and move students from application to enrolled.

The higher education literature continues to report that students are questioning the value of a college education. This spring, undergraduate college enrollment across the nation dropped by 4.7%. The one-year estimate for the 2021-22 year was a 4.1% drop in enrollment. Public institutions have been the hardest hit, with 50% of the loss attributed to community college enrollments. It remains to be seen how public higher education, especially community colleges, will fair this fall.

One challenge is that wages are high and jobs that used to require a college degree no longer have such requirements. We see fewer full-time students and more part-time students who are taking classes while working 30 or more hours a week.

#### 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: Adult Learner segments defined. Marketing, Student Services & Enrollment Management and Academic Affairs are collaborating to prioritize segments for fall marketing efforts.  
Objective 3: Best Practice Communication standards being reviewed by professional and faculty senates. Communication about guidelines to begin this summer and continue to all staff throughout the fall.

Objective 4: Full Comprehensive Data Analysis report to be completed by 7/1/22. Will be presented to the Presidents Leadership Team and academic deans as a metric for assessing academic programs. The report will be delivered to College Community as part of our opening day and Professional Development days in March.

Objective 5: Develop and implement an intentional, proactive communication strategy to engage prospective students throughout the enrollment process. (Completed)

- Strategy #2 Identify Diversity, Equity and Inclusion

Objective 1: Information to be presented at July Equity Retreat. Objectives and metrics will be embedded into Year Three of the strategic plan.

Objective 5: Final Report will be reviewed this summer by the College Governance Council. Recommendations and next steps will be incorporated into the strategic plan.

Objective 6: Final Report submitted to the Central Governance Council. It will be reviewed this summer and recommendations to be implemented in Fall 2022.

- Strategy #3 Organizational Excellence

Objective 1: Completed the new hire checklist and plan; currently adding resource links and information to support the checklist. Will be shared with supervisors beginning April 2022.

Objective 2: Create a user-friendly portal/repository of all data at the college and use the data for operational decisions; create an annual schedule for collection and releasing data; use data to assess asset allocations in relation to strategic priorities. (Completed)

Objective 4: Final Report has been submitted to the Central Governance Committee. Recommendations will be implemented in Fall 2022.

Objective 5: Strategic Planning Retreat took place 5/25/22 with 40 leaders in attendance. Competitive Advantage explored, lifelong learner strategy adopted and student ready college the focus of activities.

- Strategy #4 Partnerships

Objective 1: College Success Seminar classes begin 7/5/2022 at New Bedford High School for high school students.

Objective 2: Review existing articulations for gaps and/or strategic opportunities. (Completed) Increase student awareness of transfer opportunities by increasing events and communication about transfer services. (Completed) More broadly engage alumni and advisory boards to increase transfer awareness. (Ongoing)

Objective 3: Plans are complete. Working in conjunction with Economic and Business Development to develop an outreach strategy for each company which is identified by campus location.

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



VII. Financial Update

Vice President Steve Kenyon gave a Financial Update to the Board. The following are some of the highlights of his report.

- Fiscal Year 2022 is in its last month.
- Optimistic will hit budget regarding enrollment.
- Investments – unrealized loss of \$1.5 million; will not have as large a surplus as hoped.
- Fidelity has been the college's financial advisors since 2007. They spoke to the Finance/Budget Committee regarding the market and stocks/bonds. They rebalance the portfolio regularly; less international stocks and bonds and more on commodities. Recommended staying put.
- Two funds are down 6%; still positive returns. Modest gain in FY22.

VIII. Report of the Nominating and Governance Committee

Committee Chair of the Nominating and Governance Committee Frank Baptista was absent for the Board Meeting. Therefore, Board Chair Medeiros requested that Trustee and Committee Member Lynn Motta give the report to the Board. Trustee Motta said that the Committee met on May 2, 2022. At that time, the Committee reviewed and approved the nominations of Trustee Jeffrey Karam as Board Vice Chair and Trustee Valentina Videva Dufresne as Board Secretary. This will be Trustee Videva Dufresne's second term as Secretary. These recommendations were now presented to the full Board of Trustees for approval.

Trustee Motta requested a motion to accept the recommendations of the Nominating and Governance Committee for selection of Trustee Jeffrey Karam as Board Vice Chair and Trustee Valentina Videva Dufresne as Board Secretary for the next year. The motion was made by Trustee Torres and seconded by Trustee Gauvin. The motion was approved.

The Board congratulated Trustees Karam and Videva Dufresne on their election to the officer positions. They also thanked Trustee Torres for his years of service to the Board in his position as Vice Chair.

IX. Report of the Human Resources Committee

Trustee Steve Torres, Committee Chair of the Human Resources Committee, gave his report to the Board. He thanked everyone that served on the Committee. He said the Committee met on May 11, 2022, and reviewed the guidelines and evaluation material provided. The Committee deliberated on President Douglas' work on items such as the equity agenda, pandemic, and state of Higher Education goals. All Committee Members provided input and gave President Douglas a very favorable evaluation. They approved a motion to include in the evaluation letter that the Committee would draft the maximum merit-based salary increase allowable for this year for President Douglas.

Trustee Steve Torres requested a motion to accept the recommendations of the Board's Human Resources Committee to include in the evaluation letter the maximum merit-based salary increase allowable for this year for President Laura Douglas.

The motion was made by Trustee Motta and seconded by Trustee Karam. The motion was approved.

X. Old Business

Chair Medeiros said the results of the Board's Self-Assessment will be reviewed during the Board's Retreat on August 24, 2022.

XI. New Business

There was no New Business to come before the Board.

XII. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 5:09 p.m.

Respectfully submitted,

*Kathleen Wordell*

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Kathleen Wordell, Recording Secretary

8/24/22\_\_\_\_  
Date Approved

  KAW    
Initials