

**Board of Trustees
Meeting Minutes
December 12, 2022**

I. Call to Order

The three hundred and ninety-ninth regular meeting of the Bristol Community College Board of Trustees was held on Monday, December 12, 2022, in person in the Atrium in the Commonwealth College Center Building (G Building) on the Fall River Campus at 777 Elsbree Street, Fall River, Massachusetts. The meeting was called to order at 4:08 p.m.

Trustees present: Joan Medeiros, Chair; Frank Baptista; Renee Clark; Pamela Gauvin, Esq.; Samuel Horton; Jeffrey Karam, Vice Chair; James Mathes; Todd McGhee; Lynn Motta; and Steven Torres, Esq.

Trustees absent: Valentina Videva Dufresne, Secretary.

II. Chair's Remarks

Chair Medeiros welcomed all to the meeting. She shared with the Board that Trustee Pamela Gauvin has been sworn in as Clerk Magistrate of the Wrentham District Court. She was nominated by Governor Charles Baker last month. Trustee Gauvin is a partner in the New Bedford law firm Markey & Gauvin, LLP and is also an adjunct professor at the University of Massachusetts School of Law in Dartmouth. The Board congratulated Trustee Gauvin on her appointment.

Chair Medeiros also reminded the Trustees of the request for nominations for the awards at Commencement – the Honorary Degree and Distinguished Citizen. Please forward any nominations to Trustee Renee Clark by January 11, 2023.

III. Auditor's Report

Chair Medeiros introduced the auditors from O'Connor & Drew, P.C., David DiIulis and Michael Cronin, who gave their report to the Board. The following are the highlights of the Auditors' Report.

Mr. Cronin reviewed the required communications with the Board including the Auditors' Responsibility Under GAAS and said they had conducted their audit in accordance with the standards applicable to financial audits contained in Government Auditing Standards (GAAS). They issued an unmodified opinion on the financial statements and no material weaknesses or significant deficiencies were noted within the Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Mr. Cronin noted the auditors Independence stating they are independent with respect to the college and that these non-attest services were supervised by Keith Toni,

Comptroller, and Steven Kenyon, V.P. of Finance and Administration. He said that everything went smoothly and reports were filed in a timely manner.

Mr. Cronin reviewed the Management's Responsibility section noting selection and use of appropriate accounting policies – significant policies are found in Note 1:

- GASB 87, Leases, was implemented effective beginning July 1, 2020.
 - In order to issue comparative statements, the prior year, FY 2021, numbers were restated to reflect the change in the new lease pronouncement.
 - Additional information disclosed in Note 2.
- No other changes to significant accounting policies.

He reviewed the selection and use of appropriate accounting estimates - based on management's knowledge and experience about past and current events and assumptions about future events: determining an allowance for accounts receivable; determining the value of net pension and OPEB liabilities; estimating depreciation, amortization and recoverability of long-lived assets; and determining the intercompany borrowing rate for GASB 87 lease calculation. Accounting for significant transactions include:

HEERF

- During the year ended June 30, 2022, the college recognized \$16.9 million of HEERF.
- There is approximately \$10.2 million of unspent HEERF as of June 30, 2022.
- Total of \$36.2 million awarded.
- Detail disclosed in Note 1 of financial statements.

Accounting for significant transactions included information on leases.

For Significant Communications, Findings or Issues, there were NO:

- Disagreements with management.
- Major issues discussed with management prior to retention.
- Difficulties encountered in performing the audit.
- Audit adjustments or uncorrected misstatements.
- Other findings or issues that are significant or relevant to be communicated to those charged with governance.

Also, there were no pervasive financial statement fraud risks identified.

Mr. DiIulis reviewed the college's Financial Statements with the Board noting assets and liabilities, revenues and expenses including the HEERF funds, and leases.

Mr. DiIulis thanked management and concluded the report.

Upon completion of the Auditors' Report, a motion was made by Trustee Clark to accept the Auditors' Report of Bristol Community College as presented as well as approve the

Financial Statements of the college. This was seconded by Trustee Motta. The motion was approved.

Afterwards, Mr. DiIulis mentioned that in January 2023, O'Connor and Drew is merging with a large national firm and will be called Withum going forward.

IV. Consideration of Consent Agenda Items

Chair Medeiros asked if any consent agenda items need 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 November 7, 2022
- Report of Workforce and Community Education Contracts December 2022

A motion was made by Trustee Clark to approve the Consent Agenda Items and seconded by Trustee Gauvin. The motion was approved.

V. President's Report

Trustee Talking Points

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

HEIF Grant/CONNECT

April Lynch, Chief of Staff and Strategic Development, said that Bristol and the CONNECT Partnership received a \$150,000 HEIF (Higher Education Innovation Fund) Grant for transforming through equity mindedness and will share training based on implementation of a Train the Trainer model. It will begin on December 20 and continue through the calendar year.

Grimshaw-Gudewicz Art Gallery Update

Christine Hammond, Interim Vice President for Academic Affairs, reminded all of the current exhibit that is showcased at the Grimshaw-Gudewicz Art Gallery on the Fall River Campus through December 22 – “Eye of the Beholder” featuring Ukrainian artists. It is a very powerful exhibit of Ukrainian artists’ response to the war in Ukraine.

Bristol Holiday Cheer 2022

Joseph DiMaria, Associate Vice President for Student Success, gave an update on the Bristol Holiday Cheer initiative by Student and Family Engagement that is offered through Target.com. To date they have matched 121 donors with 256 children and \$8,960 has been donated. He said there is still time to participate if anyone is interested. He then read a testimonial from a student thanking all who have donated to this cause.

President Douglas gave an enrollment update to the Board. She said there has been an increase in both fall and spring in-person enrollment. For spring enrollment, there has been an increase of 21% in all applications (+28% brand new and +19% transfer); an increase of 176% in admits; and a decrease of 8% in registered credits (-11.5% current, +106% brand new, +47% transfer). As far as modality and location, we seem to be trending similarly to Fall 2022. Enrollment in online learning is decreasing, while in-person is increasing. In-person enrollments in Fall River (29%) and New Bedford (74%) are up sharply; Taunton is up slightly, and Attleboro is pretty much flat. Fall 2022 enrollment was up 14% in all applications (+22% brand new, +19% transfer) and increased 5500% in admits.

President Douglas said last week a tentative agreement was reached on the Day MCCC contract; this still needs to be ratified. Prior to reaching agreement, Bristol's MCCC and a few other chapters went on Work to Rule. We understand that our chapter will stay on Work to Rule at least until January.

President's Approved Key Goals 2022-2023

President Douglas reviewed the following updates on her goals with the Board.

- *Strategy 1: Objective 1* - Developing our process for evaluating academic programs with consideration of Labor Market Data, necessary skill sets, transfer opportunities, etc.
Objective 4 – We have selected a course scheduling software and will begin the implementation stage shortly. We know that we can gain efficiencies in terms of offerings by program and campus location. We will also be focusing on modalities (such as online, hybrid, or in-person), course sequencing, and bundling. We expect that through the use of scheduling software we can offer the course that students need, when they need them, ensure robust class sizes and reduce course cancellations.
Objective 5 – In order to standardize data collection to enhance the academic advising experience of our students, we have updated the job descriptions and identified new processes. The goal is to better understand the student advising experience and be able to focus on continuous improvement.
- *Strategy 2: Objective 1* – We are in the final stages of developing our “Equity Grid” that identifies key competencies that will become a part of our expanded professional development program. This work is part of the Higher Education Innovation Fund grant that we received from the Department of Higher Education for the CONNECT colleges and universities.
- *Strategy 3: Objective 5* – Our Data Council is developing a technology portal for students and employees. The idea is to locate all the technology tools in one, accessible place.
- *Strategy 4: Objective 1* – We are applying for an Early College STEM grant that would expand our Early College offerings at Attleboro High School, Durfee High School in Fall River, Taunton High School, Somerset-Berkley High School and Westport High School.

President Douglas said that we were just notified today that we received the \$1 million grant. Trustee Torres asked if there is an additional focus on getting women into STEM. President Douglas said the hope is to attract more women and underrepresented groups to STEM.

VI. Financial Update

Vice President Steve Kenyon gave his financial update to the Board. The following are some of the highlights of his report.

- Fiscal Year 2023 revenue exceed the budget by 3%.
- Up \$200,000 in excess of unrealized gains.
- We have given \$2.2 million in CARES Funds to students and next week are giving a similar award to Adult Education Students.
- We are spending a lot of time on the FY24 budget and will use 10% for a revenue projection. We are better aligning the budget with the Strategic Plan and hope to cut overall spending by 10%.
- PLT is working on a new budget process focusing on efficiencies and spending, and will do a \$4 million budget reduction in FY24.

VII. Report of the Facilities Committee

Since Facilities Committee Chair Steve Torres was not in attendance at the November 7 Facilities Committee Meeting, Chair Medeiros asked Trustee Jeff Karam to give the Report of the Facilities Committee to the Board. Trustee Karam said that the Committee met at the Attleboro Campus on November 7 and discussed the following.

Taunton Campus:

The Committee first reviewed our situation at the Bristol Taunton Center. It is a 100,000SF building of which we are currently occupy about one-third. We also use the gymnasium for basketball and volleyball programs. As a reminder to the Board and the newer Trustees, the college leases space at the former Coyle and Cassidy high school which is owned by the Diocese of Fall River. The college has a lease from July 1, 2021, through June 30, 2026. The lease is for \$4 per SF and includes custodial, utilities and taxes. Bristol is the only lessee but does sublet a portion to the Mass Police Training Commission. We receive \$500 per week and lease for \$500 per month for the additional space which is in the former library.

The Diocese has offered to sell the building to the college. The college went back to the Diocese and asked to buy the building in a partnership with the Taunton Public Schools. This was not well received by the Diocese and we are currently trying to keep the conversations moving while the Diocese has an appraisal done. The college does not want to purchase the building. It is much larger than the college would ever need. It also requires some major capital projects to bring up to current code. These include a roof, elevator and windows that have an estimate of \$2 million to complete. A possible alternative is for Taunton Public Schools to purchase and the college sublease from them.

New Bedford Campus

All the flood damage that occurred in New Bedford has been repaired and the campus is fully operational. We received an offer on our Acushnet Street lots in New Bedford from a local restaurant. Bristol's Foundation owns two vacant lots behind 800 Purchase Street. Those lots were purchased about three years ago for about \$500,000. The offer was for \$650,000. Based on our discussion, we have asked management to discuss a potential lease of the land and allow the lessee to develop parking on site.

Attleboro Campus:

Building 1, which abuts our campus, has been sold to a storage company and renovations are underway. There are no concerns for Bristol in regard to access to the college.

National Offshore Wind Institute:

Construction is going along much better after a slow start, and we expect both sections of the building (classroom and training) to be completed in June 2023. We feel the worst is behind us relative to construction. Committee members discussed a site visit and we are hoping to hold a Joint Board Meeting at the NOWI in May. While we may not have occupancy by then, we will try to have a meeting there if renovations are far enough along.

Capital Projects

The college has \$3.3 million in HEERF funds to spend by June 30, 2023. We have scheduled window, doors and HVAC updates with the funds. The college has already spent \$14.5 million in HEERF funds to date. This has allowed us to make great progress on deferred maintenance projects.

We have \$6.8 million in state deferred maintenance funds coming available for the FY24 to FY28 period. The focus of those funds will be on the results of a recent state funded college facility assessment. That report identified a total of \$54 million. Management shared the report with the Facilities Committee last month.

Trustee Karam concluded the report.

VIII. Report of the Student Trustee

Student Trustee Samuel Horton gave the following report to the Board.

- Final exams have begun for students.
- Eight students attended the recent Student Advisory Council (SAC) meeting.
- The Student Senate is dealing with student issues regarding transportation between the college campuses; there are no shuttles, so students must rely upon public or private transportation.
- There is a limited supply of funds to support college clubs and events. The various clubs and the Student Senate conduct fundraisers but more funds are needed. He welcomes advice or suggestions.

Trustee Horton concluded his report.

IX. Old Business

President Douglas said at the November Board meeting we had a robust conversation about our academic programs, program enrollments and labor market data. The Board asked that administration provide them with some data which she would briefly review now and then discuss in greater detail at the January Board Meeting.

- Fall 2022 Enrollment by Program – lists the program name, shows whether it is a degree, certificate, or neither, and the unduplicated headcount for that program. Unduplicated means that students in the categories are counted only once, even if the student meets more than one of the criteria.
- Academic Year Enrollment Report for our Business and Experiential Education Area – this lists our certificates and degree programs in this area, and the enrollment by headcount and credits. In the shaded boxes are a simple breakdown of all headcounts, credits, expenses and revenues. On the last page is a summary of the entire Business and Experiential Education area, as well as some of the assumptions that went into this report.
- The third handout is a graphic that illustrates the key factors that go into program and course decision-making.

President Douglas said for the Board to feel free to jot down questions and thoughts, and to keep in mind that they will also share how they analyze the programs and offerings and how this work aligns with our strategic goals. Also, let her know how they might improve on the Enrollment Report as they would like to use this format as review for each academic area of the college.

X. New Business

There was no New Business to come before the Board.

XI. Adjournment

There being no further business to come before the Board, Chair Joan Medeiros declared the meeting adjourned. The time was 4:58 p.m.

Respectfully submitted,

Kathleen Wordell

Kathleen A. Wordell, Recording Secretary

1/30/23
Date Approved

KAW
Initials