

**Bristol Community College  
Fall River, Massachusetts**

**Board of Trustees  
Meeting Minutes**

**August 24, 2022**

**I. Call to Order**

The three hundred and ninety-sixth regular meeting of the Bristol Community College Board of Trustees was held on Wednesday, August 24, 2022, in person at Rachel's Lakeside at 950 State Road in Dartmouth, Massachusetts. The meeting was called to order at 8:40 a.m.

Trustees present: Joan Medeiros, Chair; Frank Baptista; Renee Clark; Valentina Videva Dufresne, Secretary; Jeffrey Karam, Vice Chair; James Mathes; Todd McGhee; and Lynn Motta.

Trustees absent: Pamela Gauvin, Esq.; Samuel Horton; and Steven Torres, Esq.

**II. Chair's Remarks**

Chair Medeiros welcomed all to the meeting. She said that President Douglas was unable to attend the meeting and retreat due to being recently diagnosed with COVID-19.

**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 June 2, 2022
- Report of the Finance/Budget Committee Meeting of June 2, 2022
- Report of Personnel Actions August 2022
- Report of Workforce and Community Education Contracts August 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. President's Report**

Chair Medeiros said that Vice President for Administration and Finance Steve Kenyon would be giving the President's Report at the Board meeting in place of President Douglas. The following are some of the highlights of V.P. Kenyon's report.

### COVID Update

- All 15 Massachusetts community colleges require COVID-19 vaccinations for on-campus students for this fall semester. No vaccination is required for strictly online students.
- The college has received thousands of test kits which are available for students and faculty/staff.
- There have been a dozen cases of COVID-19 this week on campus. Nothing too serious.
- The only program that is requiring testing at the college is Dental Hygiene; Nursing is not required to test.
- The college is following the CDC recommendations regarding masking based upon the level of cases in Bristol County.
- Athletics are not required to test.
- Jill Dumont, Director of Health Services, has been great during the pandemic and an outstanding source of available information.
- Due to the millions of funding dollars the college has received, the air quality and HVAC systems have been markedly improved.
- Regarding the recent outbreak of Monkeypox – the college has been working with the local department of public health to create an educational campaign at this time.

Trustee Baptista asked how often the Dental Hygiene students are being tested. V.P. Kenyon said they are being rapid tested once a week – every Wednesday.

### Funding Update State Budget

V.P. Kenyon said since he was giving the Funding Update for the President's Report, he would include his Financial Update in this.

- Fiscal Year 2022 ended as expected on June 30, 2022. The auditors will begin their work this coming Monday.
- We are waiting for state entries and adjustments.
- There was a \$1.3 million increase in FY22, much less than the \$8.1 million last year.
- The college received \$33 million in CARES Funding.
- A large impact on FY22 was the unrealized loss on gains. In FY21, we had a \$3.4 million gain and in FY22 we had a \$2.3 million loss – huge swing.
- Cash flow had a \$1.2 million increase; third year in a row of increased cash balances. This is a direct result of federal funding through the Higher Education Emergency Relief Fund (HEERF) Program.
- Financials will be sent to the Finance/Budget Committee in October and to the full Board later.
- We are on track with FY23 budget.
- Hoping to get back to budgeted figure in enrollment.
- Budgeted a \$4 million operating deficit; we are down 11 full-time positions.

- President Douglas applied for and secured \$1.7 million in HEERF funding for FY23 – half will go to students and half to the college.

Trustee Videva Dufresne said that the enrollment decline is a great concern; Bristol is not in the best position. She suggested that a workshop was needed for enrollment and to review other schools' best practices. V.P. Kenyon said he has been in discussions with other CFOs regarding what is working and not working at other colleges. Trustee Motta asked if any studies have been done as to what programs Bristol is offering students and meeting students needs. V.P. Kenyon said we are cutting courses and adding programs and certificates; we are compiling a list of programs that we do not offer but should. Trustee Baptista asked where the college stands. V.P. Kenyon said we are the third or fourth largest Massachusetts community college but are in the middle of the pack for enrollment decline.

Trustee Videva Dufresne asked if we are tracking student support and retention. V.P. Kenyon said there has been a dramatic decrease in White male enrollment and an increase in Black/Latinx enrollment. Community colleges with those demographics are doing better such as Bunker Hill CC, Roxbury CC, and Quinsigamond CC. Trustee Motta said that trade schools are also impacting enrollment. Trustee Videva Dufresne said there are not enough programs offered at Bristol's Attleboro Campus.

(Trustee Motta left the meeting at this time.)

V.P. Kenyon said that the college received \$1.1 million in ARPA funds for FY23. State appropriations are \$26.1 million which is half a million dollars more for us than the Department of Higher Education asked for. Overall increase from last year is \$1.5 million. That increase in in our base number and so beneficial.

#### Other NOWI Funding

V.P. Kenyon explained for the benefit of the new Trustees, the NOWI is Bristol's National Offshore Wind Institute located in New Bedford. Global Wind Organisation (GWO) training standards are created by the industry and GWO certification is required. Bristol is building a facility in New Bedford to provide this certification.

The college has received \$2 million in federal earmarks and from several donors; \$1.2 million in state support; \$800,000 in private grants; \$6.2 million in commitments (such as Mayflower Wind); and \$1 million is in the pipeline for construction.

Trustee Videva Dufresne asked what our ability was to utilize/access these funds. V.P. Kenyon said that on June 30 some money had to be returned but was immaterial compared to one year ago. A couple of grants end on September 30 that we are managing. Another one to two grants are expiring in October. We are working to not have to return funds. There is \$30 million a year in grants to manage. Sometimes applying for grants is easier than executing funds. NOWI has fewer restrictions; we have enough for equipment but need more for construction. We have \$150 million on the balance sheet; \$78-80 million operating budget. Trustee McGhee asked what the schedule was to draw down expenses. V.P. Kenyon said we utilize a grant tracker form that prepopulates where we are at. We work with the Principal

Investigators (PIs) to get on schedule. He said they submit the grant tracker form to the Finance/Budget Committee quarterly.

V. Financial Update

Vice President Kenyon included this in the Funding Update of the President's Report.

VI. Old Business

There was no Old Business to come before the Board.

VII. New Business

Policy Review – Standards for Trust Funds Expenditures Policy

Chair Medeiros said the next item was review of the Standards for Trust Funds Expenditure Policy that was included in the meeting material. V.P. Kenyon said to please note the track changes that had been made to the policy, in particular the clarifying language on page 6, number 11 bullets. V.P. Kenyon said the Finance/Budget Committee sees any transactions over \$3,000.

A motion was made by Trustee Karam to approve the Standards for Trust Funds Expenditure Policy and seconded by Trustee Videva Dufresne. The motion was approved.

VIII. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 9:11 a.m.

Respectfully submitted,

*Valentina Videva Dufresne*

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Valentina Videva Dufresne, Secretary

\_\_10/3/22\_\_  
Date Approved

\_\_KAW\_\_  
Initials