

**Bristol Community College
Fall River, Massachusetts**

**Board of Trustees
Trustee Affirmative Action and Policy Review Committee Meeting**

February 22, 2017

A. Convening

The Bristol Community College Trustee Affirmative Action and Policy Review Committee met in D209 of the Hudnall Administration Building, at the Fall River Campus. Chair of the Committee Steve Torres called the meeting to order at 2:09 p.m.

Trustees present: Steven Torres, Esq., Chair of the Committee; Joan Medeiros; Anthony Sapienza; and Joseph Marshall, Chairman of the Board of Trustees.

Trustees absent: None

Others present: Steven Kenyon, Vice President for Administration and Finance, to serve as Resource person; Kathleen Wordell, Recording Secretary; and Larry Gibson of Gibson Consulting.

Committee Chair Steven Torres welcomed all to the meeting.

B. Consideration of Minutes of Meeting of February 3, 2017

Upon a Motion made by Trustee Sapienza to accept the Minutes of the February 3, 2017 meeting, as submitted, and seconded by Trustee Medeiros, it was

VOTED to accept the Minutes of the February 3, 2017 meeting as submitted.

C. Consultant Progress to Date

Committee Chair Torres welcomed Mr. Larry Gibson of Gibson Consulting to the meeting and asked him to give an update on his progress to date. Mr. Gibson said he has completed a HR policy and procedures document review as well as job description reviews. He has interviewed the HR staff and is in the process of reviewing HR policy guidance memoranda and applicable correspondence review. Mr. Gibson said that for affirmative action, he has completed a policy and procedures document review, and a job description review; he is in the process of reviewing policy guidance memoranda and applicable correspondence, and has interviewed the staff members. He has also reviewed case summaries of complaints and associated documentation. There have been 26 case summaries from 2010 – 2016, 18 in the last two years. Written procedures for department processes have been reviewed. He has a meeting with Lisa Tarantino next week and will review files. He will determine whom to interview after this and will look

to Vice President Steve Kenyon for guidance for further interviews. He expects to compile findings and forward recommendations to the Committee by April 15, 2017.

Committee Chair Torres asked if this timeline was adequate and would give Mr. Gibson enough time to accomplish the project tasks. Mr. Gibson said he is confident that he can get it done by April 15, 2017.

For other discussion topics, Mr. Gibson wished to clarify the project scope. Grievances versus complaints – regarding the union’s regular work rule infractions, most were handled by the President, Vice President Dave Feeney, and the State’s labor relations, not really by HR. Of the pending litigation cases, Committee Chair Torres said they can meet with General Counsel to discuss further if needed; this can be conducted in an Executive Session if need be.

Trustee Sapienza said that President Sbrega provided a discrimination complaints listing. Are there any question about earlier years’ records or complaints? He is still upset about the Board not being told of lawsuits/complaints earlier. Mr. Gibson said the question is are we getting all complaints – formal versus informal. Informal are not consistently documented. He is hoping to learn more from the interview process. BCC has IPEDS demographics by job category – there are 12-14 tables of categories - but it does not provide a utilization analysis (SMSA). Underutilization piece drives affirmative action policies and procedures.

Vice President Kenyon mentioned to the Committee that the Factfinder census results included in the packet does match up the material. Mr. Gibson said that demographic date is also needed by job category which comes from census data done every 10 years by the State. Underutilization material is necessary to create a much stronger focus for HR. In the BCC handbook, it states a workforce utilization analysis is done annually.

Committee Chair Torres requested that Mr. Gibson outline the Affirmative Action Plan process and the temporary Affirmative Action consultant should help draft it.

Trustee Sapienza said that one area omitted from the demographic information is the Portuguese American community which is prevalent in the New Bedford and Fall River areas. Mr. Gibson agreed that this is not captured in IPEDS. Everything else is tracking well and deadlines are good. Lisa Tarantino has been very helpful; she is to be Mr. Gibson’s point person. She has been here since about 2007.

Trustee Medeiros asked why was 2010 picked as a starting point? Mr. Gibson said that was the date of the material he was given. Six years is a good time frame however; too much further and you are not able to interview people or research complaints.

Faculty Member Susan McCourt who was attending the meeting requested to ask a question of Mr. Gibson. She wished to know if he was just reviewing only affirmative

action complaints. Mr. Gibson said he was reviewing all complaints. Ms. McCourt suggested that Mr. Gibson interview the deans at the College.

Trustee Sapienza asked if there can be other complaints that took place that we do not have documentation for, something other than discrimination and union grievance. Trustee Sapienza recommends that we need to be clear as to what our expectations are from HR. Chair Joseph Marshall said to please note that also in the packet of information is student-related Disciplinary/TAT Case Summaries. Vice President Kathleen Garganta said that there is a statewide policy for students noted in the Student Handbook (she acquired copies of the Handbook and distributed them to the Committee).

Committee Chair Torres suggested that Mr. Gibson, with the help of the newly appointed interim special consultant for Affirmative Action, create a template for procedures and policies for workplace discrimination and harassment. He added that the Affirmative Action Officer should report to President and be independent from HR. Mr. Gibson agreed - self inspection does not work; the position of Affirmative Action Officer and Vice President of Human Resources should be split.

Trustee Sapienza noted that on the page from Vice President Tafa Awolaju there are only seven bulleted items. Have Mr. Gibson research this document further. Please note the article on Sexual Assault – this issue needs to be addressed and we need to provide some recommendations on this also. Mr. Gibson said he did find a memo concerning sexual violence but it has not been implemented in policy. He will research this further.

Trustee Sapienza asked if any issues have been raised regarding the two interim positions that President Sbrega has appointed in HR or any concerns. It was noted that none had been received to date. It was recommended that both individuals should be used as a resource to Mr. Gibson and that he should interview the deans of the College as well.

D. Old Business

There was no old business to come before the Committee.

E. New Business

There was no new business to come before the Committee.

F. Determine Next Committee Meeting

It was decided that the next Committee Meeting would take place on Tuesday, March 21, 2017, at 3:00 p.m. The location will be determined.

G. Adjournment

There being no further business to come before the Committee, Committee Chair Torres declared the meeting adjourned. The time was 2:58 p.m.

Respectfully submitted,

Steve Torres, Esq., Chairman
Trustee Affirmative Action and Policy Review Committee

3/21/17
Approved

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Initials