

**Bristol Community College  
Fall River, Massachusetts**

**Board of Trustees  
Meeting Minutes**

**December 7, 2020**

I. Call to Order

The three hundred and eighty-first regular meeting of the Bristol Community College Board of Trustees was held on Monday, December 7, 2020. Due to the ongoing COVID-19 crisis and Governor Charles Baker's order allowing remote participation, this meeting was conducted remotely via ZOOM. The meeting was called to order at 4:05 p.m.

Trustees present: Joan Medeiros, Chair; Frank Baptista; Valentina Videva Dufresne; Keith Hovan; Jeffrey Karam; Lynn Malasi; Sandra Saunders, Esq., Secretary; Diane Silvia; and Steven Torres, Esq., Vice Chair; and Alexis Viveiros-Branco.

Trustees absent: Samir Bhattacharyya.

Kathleen Wordell, Recording Secretary, announced that since all members of the Board of Trustees would be participating remotely at the Board meeting, all votes taken would be by Roll Call Vote. She reminded all present that the meeting would be conducted in Open Session with public access and included members of the President's Leadership Team and others present who may be called upon for additional information. Also in attendance were members of the general public, who would remain silent during the meeting.

Ms. Wordell stated she would take attendance by Roll Call and then hand the meeting over to Chair Joan Medeiros. In attendance at the opening of the meeting were:

Frank Baptista – Absent (*arrived later*)  
Samir Bhattacharyya – Absent  
Valentina Videva Dufresne - Yes  
Keith Hovan - Yes  
Jeffrey Karam - Yes  
Lynn Malasi - Yes  
Sandra Saunders (Secretary) – Yes  
Diane Silvia – Yes  
Steven Torres (Vice Chair) – Yes  
Alexis Viveiros-Branco (Student Trustee) – Absent (*arrived later*)  
Joan Medeiros (Chair) – Yes

II. Chair's Remarks

Chair Medeiros welcomed all to the meeting. She said with deep regret that she is announcing that this would be the last Board of Trustees Meeting for Trustees Keith Hovan and Sandra Saunders. They have resigned from their positions as members of the Board of Trustees. Chair Medeiros said they would all miss Trustees Hovan and Saunders, and thanked them wholeheartedly for their years of service to the Bristol Community College Board of Trustees.

She said two new members to the Board of Trustees will be in attendance at the next Board meeting on January 11, 2021: Ms. Renee Clark and Pamela Gauvin, Esq.

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 of November 2, 2020
- Report of Personnel Actions December 2020

A motion was made by Trustee Videva Dufresne to approve the consent agenda items and seconded by Trustee Malasi. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Absent  
Samir Bhattacharyya – Absent  
Valentina Videva Dufresne - Yes  
Keith Hovan - Yes  
Jeffrey Karam - Yes  
Lynn Malasi - Yes  
Sandra Saunders (Secretary) – Yes  
Diane Silvia – Yes  
Steven Torres (Vice Chair) – Yes  
Alexis Viveiros-Branco (Student Trustee) - Absent  
Joan Medeiros (Chair) – Yes

The motion was approved.

IV. President's Report

President Laura Douglas also thanked Trustees Hovan and Saunders for their years of service to the Board.

President Douglas gave a brief COVID-19 update to the Board. She said that they have been working diligently to keep cases at bay and the college's rollback ended today. There are some hybrid classes that have wrapped up, but 147 students are still completing hybrid courses. Bristol has been performing COVID testing almost weekly in Fall River

or New Bedford. The more testing they do, the more they help members of the community. In summer 2020, the college partnered with the Fall River Fire Department (FRFD) to conduct testing. From November 30 through December 4, testing was done at the FRFD for students and staff who were returning to campus on December 7. In December 2020, they will be partnering with the Broad Institute. Approximately 100 tests will be administered per week for students and employees who are regularly on the campuses. The test used will be the Polymerase Chain Reaction (PCR) test, with results in 24 hours from receipt of specimen at the lab. This will be available two days per week and performed in Health Services on the campus.

Chair Medeiros said that President Douglas and her team have done a phenomenal job with the pandemic situation. Trustee Videva Dufresne said it has been amazing what Bristol has accomplished and is on par with what MIT has done.

President’s Approved Key Goals 2020-2021:

President Douglas gave an update to the Board on her Approved Key Goals for 2020-2021. She said Phase One roll-out of the college’s new strategic plan began in November 2020. The roll-out focuses on 11 key objectives and over 100 tactics. Twenty “leads” that represent various areas of the college are involved in facilitating this work. The following illustrates the work that is currently in motion.

*(Trustee Alexis Viveiros-Branco joined the meeting at this time.)*

Academic Innovation – Work in Motion

- Launching a High Impact Practices (HIPs) Institute in January to accelerate the adoption of these key practices.
- Developing a comprehensive first year experience that incorporates HIPS that will be piloted in fall 2021.
- Proactive Advising Task Force has been formed to assess and improve our advising practices.
- Adjunct professional development program has been retooled to train in HIPs, and diversity, equity and inclusion with greater convenience.

Equity and Student Success – Work in Motion

- Launched a dialogue series with employees to discuss race, inclusion and equity.
- Task force established to align our work with the Department of Higher Education equity agenda and issue of an institutional “Equity Statement.”
- Train the Trainer program will commence in January to deliver college-wide equity training.
- Analyzing the existing student onboarding process to identify potential barriers of entry and to better understand drop off points within the process.

Organizational Excellence – Work in Motion

- Providing new hire onboarding.
- Aligning employee assessment with new organizational values.

- Creating a professional development program designed to build employees' competencies to foster growth and meet strategic objectives.
- Developing new process to track and report on grant activities.
- Collecting data of best practices and models from other institutions to recommend a digital literacy model for Bristol.

#### Partnerships – Key Objectives and Work in Motion

- Reviewing the colleges early-college and dual enrollment programs to identify areas of expansion that align with our programs, market data, as well as state identified “opportunity zones” to increase enrollment of minoritized students into pathway programs.
- Creating a communication plan to more effectively share articulation agreements to existing and prospective students.

President Douglas said they have implemented a new Student Voice Initiative. They have systematically incorporated the student voice into college decision-making and continuous improvement processes. Student issues and concerns are synthesized from all areas of the college and reported out to the President’s Leadership Team regularly. Actions are taken and then reported back to the student senate and student body to “close the loop.”

She said the Student Voice is an integral part of our institution and represents the voice of those that we serve. It is impossible for us to make well-informed decisions about services, policies, etc. without considering their opinions in the process. Areas of student feedback include Student Services Enrollment Management, Student Senate, academic deans, Bristol App and Business Solutions Auxiliary Services.

Trustee Videva Dufresne as how often will they report back to students on the process. President Douglas said that have just created the electronic dynamic form and will determine that soon. Chair Medeiros asked if the initiative was live yet and President Douglas said no, but it would be shortly.

#### V. Financial Update

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

##### Budget Update

State Appropriation Fiscal Year 2021:

- Governor = \$23,400,891
- House = \$23,400,891
- Senate = \$23,850,661
- Conference Committee = \$23,850,661

Impact:

- Increase of \$322,000 from FY2020 to help fund MCCC contractual increases.

- Funding formula +2%.

Communication:

- Receiving final word within the next few weeks. Budget to Governor for vetoes.

CARES Act – Use of Funds

CARES Act Funding:

- CARES: Funding \$4,686,502
  - Students \$2,343,251
  - Institution \$2,343,251
- Strengthening Institutional Programs = \$228,893

Students:

- Disbursed to date \$1,139,585 to support 2,584 students

Institution:

- Spent to date \$514,422
- Balance to be spent by March 2021.
- Guidance from Department of Education expected in December.

CARES Funding - Institution

Employee and Student Support

- COVID Testing = \$115,000
- Vaccines (Flu and COVID) = \$30,000
- Online Learning Staff = \$76,308
- Tech assistants = \$200,000
- Course development stipends = \$501,500

Equipment and Software

- Laptops for faculty = \$25,000
- Laptops for students = \$60,000
- Software and licensing costs = \$75,000
- Personal Protective Equipment = \$12,000

Facility and Maintenance

- Cleaning and related equipment = \$27,000
- Physical barriers/Lexan dividers = \$26,000
- Signage = \$5,000
- HVAC and other facility improvements = \$616,383
- Rent for unused/underutilized facilities = \$564,060

*(Trustee Frank Baptista joined the meeting at this time.)*

VI. Report of the Facilities Committee

Trustee Steve Torres, Chair of the Facilities Committee, gave his report to the Board for the Committee meeting of November 2, 2020. He first wished to thank Trustees Hovan and Saunders for their years of service; they were very valuable Board members.

The Facilities Committee met on November 2, 2020 and had several agenda items to discuss. The first was the Taunton Center – Coyle & Cassidy High School. The committee and board previously approved leasing the vacated Coyle & Cassidy High School as an option for the college's Taunton location. At the Committee's last meeting, they asked management to pursue a two-year option rather than the one offered by the Diocese, and that was approved. The lease will be effective July 1, 2021, and will be for approximately 25,000 square feet. The location offers hundreds of parking spaces. Not included in the 25,000 square feet, but available, are an auditorium and gymnasium. The space includes multiple science labs which was an obstacle at previous locations and a financial barrier for identifying a new location. It is management's intention to move in over the summer with in-person classes starting in September. It is important to note that the location will also include our Taunton Adult Education program. It is also already the new home of the Taunton campus mobile food market.

There was a discussion at our meeting about the New Bedford – National Offshore Wind Institute (NOWI) but no votes were taken. Management is holding off signing the lease until January as several important permitting processes take place. They have completed the work with the city of New Bedford over the ground lease. The Chapter 91 permitting process is still in process. A lease may need to be signed before this is complete with rent going into escrow in the interim. We are optimistic with the recent reports at the Federal level that offshore wind will be supported. We have also seen contracts now being signed at the local level adding to our optimism.

The college has determined that closure of the Taunton and Attleboro locations is necessary through spring 2021. Fall River and New Bedford will continue to have hybrid courses this spring with the rest of the over 1,000 sections being taught online.

The President and management updated us on several major capital projects. The steam line and electrical infrastructure projects are complete. This was over \$30 million in work performed over the last 18 months. The grounds have been restored and the campus is looking great once again.

The college continues to use state deferred maintenance funds to replace windows and climate control systems.

The two library learning commons projects in Attleboro and New Bedford are on schedule to be completed this month. The Attleboro project was entirely funded by a gift and the New Bedford project partially funded by the Title 3 grant.

Trustee Torres requested a motion to accept the report of the Facilities Committee as presented.

A motion was made by Trustee Hovan to accept the report of the Facilities Committee of November 2, 2020, as presented, and seconded by Trustee Saunders. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Yes  
Samir Bhattacharyya – Absent  
Valentina Videva Dufresne - Yes  
Keith Hovan - Yes  
Jeffrey Karam - Yes  
Lynn Malasi - Yes  
Sandra Saunders (Secretary) – Yes  
Diane Silvia – Yes  
Steven Torres (Vice Chair) – Yes  
Alexis Viveiros-Branco (Student Trustee) – Yes  
Joan Medeiros (Chair) – Yes

The motion was approved.

VII. Report of the Student Trustee

Student Trustee Alexis Viveiros-Branco gave her report to the Board. She said that the fall semester was wrapping up and it has been going well overall. However, there have been several student issues that have surfaced concerning the Financial Aid Office and book advances; extra quizzes assigned by professors that were not on the syllabi; and group projects that were not working out for some students.

President Douglas said that she would further discuss these issues with Trustee Viveiros-Branco following the Board meeting.

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.

Ms. Wordell reminded the Board of two items:

- Nominations for the Honorary Degree and Distinguished Citizen Commencement Awards are due on Monday, December 28, 2020, for the Board's Awards Committee. Please submit nominations to Ms. Wordell.
- Reminder for Board members to complete the mandatory Trustee Training.

X. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 4:46 p.m.

Respectfully submitted,

*Kathleen Wordell*

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Kathleen Wordell, Recording Secretary

\_\_1/11/2021\_  
Date Approved

\_KAW  
Initials