

**BRISTOL COMMUNITY COLLEGE  
FALL RIVER MASSACHUSETTS**

**BOARD OF TRUSTEES  
RETREAT MINUTES**

**AUGUST 26, 2020**

**A. CONVENING**

The Bristol Community College Board of Trustees Retreat was held on Wednesday, August 26, 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 11:06 a.m.

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

Trustees absent: Samir Bhattacharyya and Sandra Saunders, Esq., Secretary.

Kathleen Wordell, Recording Secretary, announced that since all members of the Board of Trustees would be participating remotely at this 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 Retreat were:

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

**B. RETREAT TOPICS FOR DISCUSSION**

Chair Joan Medeiros welcomed all to the Board of Trustees Retreat. She then reviewed the topics that would be discussed during the retreat. The three policy items would be reviewed first. Then the Risk Management and College Policies section with Kathleen Martin would follow. Since President Laura Douglas and Vice President Steve Kenyon did such a thorough review of the COVID-19 impact on the college during the Board meeting, further discussion of this item would be put on hold.

**C. COLLEGE POLICIES**

V.P. Kenyon introduced Kathleen Martin, Bristol's Risk Management Officer, to the Board. He reviewed the following three policies with the Board of Trustees:

- Standards of Ethical Conduct Policy
- Breach Notification Policy
- Travel Policy

Trustee Videva Dufresne asked how different these policies were from previous ones. V.P. Kenyon said the only one that had been implemented previously was the Travel Policy and that the Standards of Ethical Conduct Policy and Breach Notification Policy are new policies. Trustee Videva Dufresne asked what type of data was utilized for compliance for the Breach Policy. Ms. Martin said state standard data. Chair Medeiros asked if employees were signing off on the Standards of Ethical Conduct Policy as they are hired or on an annual basis. Ms. Martin said Executive Director for Human Resources Gary Convertino is working on the required employee annual training and new hire training. The policy is communicated through Bristol Weekly and in the policy management system, and will be required annual training starting in October.

(Trustee Steve Torres joined the meeting at this time.)

Ms. Martin said the Standards of Ethical Conduct Policy requires confirmation of training; it will require employee acknowledgment or demonstrated proficiency. Chair Medeiros asked what the consequences were if the employee was noncompliant. Ms. Martin said that Executive Director Convertino is still in negotiation with the unions regarding this. The window of time is 30 days; after that time, a reminder notice will be sent to the manager.

Ms. Martin said regarding the Breach Notification Policy, there is a lot more activity of breaches due to COVID-19. The policy confirms that we must take this seriously and follow all notification protocols; it defines compliance communications. Trustee Baptista asked what steps the college could take to ensure compliance. V.P. Kenyon said this is currently being negotiated with the unions by Executive Director Convertino.

V.P. Kenyon requested Board of Trustees approval of the following policies:

- Standards of Ethical Conduct Policy
- Breach Notification Policy
- Travel Policy

A motion was made by Trustee Silvia to approve the Standards of Ethical Conduct Policy, the Breach Notification Policy, and the Travel Policy. This was seconded by Trustee Baptista. 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) - Absent  
Diane Silvia – Yes  
Steven Torres (Vice Chair) – Yes  
Alexis Viveiros-Branco (Student Trustee) - Yes  
Joan Medeiros (Chair) – Yes

The motion was approved.

**D. RISK MANAGEMENT AND COLLEGE POLICIES**

Bristol’s Risk Management Officer Kathleen Martin gave a presentation to the Board regarding the Risk Management process. The following are some of the highlights of the presentation:

Ms. Martin said the Enterprise Risk Management Framework brings enhanced value to the college by adhering to the Mission, Vision and Core Values of the college and utilizing Strategic Development, Business Objective Formulation, and Implementation and Performance. Areas of the Framework include:

Enterprise Risk Management Framework: Governance & Culture

Governance and Culture sets the organization’s tone, reinforcing the importance of and establishing oversight responsibilities for enterprise risk management. Culture pertains to ethical values, desired behaviors and understanding of risk at the college. The Board provides oversight of the strategy and carries out governance responsibilities to support management in achieving strategy and business objectives.

- The Board relies on the President, the President’s Leadership Team and the Risk Management Advisory Committee to organize, help prioritize and communicate college risks.
- The Board supports Bristol’s Internal Control Plan, including support for Bristol’s Internal Control Officer, the Vice President of Administration and Finance (required by Massachusetts regulation Chapter 647).

Enterprise Risk Management Framework: Establishing Operating Structures

The college establishes operating structures in pursuit of strategy and business objectives. From a risk perspective, the operating structure is defined in the following documents:

- The Risk Management Advisory Committee Charter. The charter explains the mission of the committee and the member roles and responsibilities to support the Board’s risk oversight.
- Bristol Community College Risk Appetite Statement. This statement applies to the management of existing activities, and the risk evaluation or impact of new activities. It includes pre-defined risk tolerances for the college and thresholds which must be approved by the Board of Trustees.

Ms. Martin reviewed the Risk Management Advisory Committee Charter and the Risk Appetite Statement with the Board. She said that only the Risk Appetite Statement would require Board approval.

Enterprise Risk Management Framework: Desired Culture and Core Values

The college defines desired behaviors that characterize the desired culture and a commitment to core values.

- The Standards of Ethical Conduct documents ethical standards of conduct for all Bristol Community College employees and support the desired cultures and behaviors to achieve the college’s mission and objectives.
- The commitment to core values is inherent in the Standards of Ethical Conduct and is also captured in the Bristol Community College Enterprise Risk Management Framework. The college has adopted core values of learning, excellence, integrity, diversity, and community. As part of the framework, the college documents its commits to ethical values, exercising oversight responsibilities with an established structure of authority, responsibility and accountability.

Enterprise Risk Management Framework: Analyze Business Context

The college considers potential effects of business context on risk profile.

Enhance Policy Management:

- Implement Policy Management System.
- Perform Inventory of all college policies, written and not yet documented.
- Risk Rate higher priority policies for immediate focus.

Ms. Martin said the college’s Policy Management System is called PolicyStat.

- Benefits of PolicyStat
  - Consistent look and feel to all policies.
  - Required owner and reviewer for each policy.
  - Required frequency of review to keep policies current.
  - Easy search capabilities – will replace looking for policies on Bristol website.
- Implementation has started.

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- Initial Fiscal and IT policies added.
- Academic Affairs, Campus Police, Human Resources, Student Services policies are in progress.

Ms. Martin said that 23 Policies have been updated in the last six months:

Acceptable Use of Information Technology Resources Policy  
Breach Notification Incident Response Plan  
Bristol Community College Grant Policy  
Bristol Community College Reserve Policy  
Bristol Community College Wire Transfer Policy  
Campus Security Authorities  
Communicable and Infectious Disease Policy  
Electronic Mail Policy  
Employee Background Check Policy  
Enterprise Systems Security Policy  
Fraud Theft and Protection Policy  
GDPR ( General Data Protection Regulation)  
Institutional Review Board (IRB) Policy  
Naming of Facilities  
Net Price Calculator Updates  
Oath of Office SOP-ADM 1  
Password Policy  
Policy on Policies  
Remote Access Policy  
Search Committee Process  
Sex Offender Communication Policy  
Threat Assessment Policy  
Whistleblower Policy

Ms. Martin said the policies are given a risk rating of red/amber/green. They are shared with the college community which reduces the “surprise” factor. After the approval period, the policy then goes to the President’s Leadership Team and/or the Board of Trustees for approval.

Ms. Martin reviewed with the Board 13 Medium - High Risk Policies currently in progress:

Adjunct Payroll Policy  
Alcohol and Drug Policy  
Dual Enrollment  
Early Childhood Education Internship  
Financial Aid Policies

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Gift Card/Gift Certificate  
Grant Roles and Responsibilities  
Internship  
Instructional Waiver Policy  
Relocation  
Single Sign-on  
Vendor Management  
Written Information Security Policy

(Trustee Steve Torres left the meeting at this time.)

### Board of Trustees Policies:

Since 1997, The Board of Trustees has reviewed and approved selected policies. With the implementation of the new policy management system, all existing college policies are being reviewed and updated as appropriate. The President's Leadership Team will present an organized consistent approach for Board policy approval going forward. The objective is for the Board to review and approve the policies which have the highest risk and or impact to the college, while permitting the President's Leadership Team to review and approve operational policies. As a result, the list of Board of Trustees policies will be updated as the review and approval criteria is defined and agreed upon.

The Risk Management Advisory Committee will ensure all previously Board approved policies have been reviewed with appropriate actions taken (updated, replaced or removed).

### Existing Board of Trustee Policy List:

Alcoholic Beverage Policy (10/14/1997)	Incandescent Bulb Ban (4/7/2008)
Investment Policy (1/29/2007)	Sustainable Building Policy (4/7/2008)
Debt Policy (1/27/2007)	Red Flag Policy (5/9/2008)
Replacement Fee, (1/29/2007)	Bathroom and Gender Policies (11/7/11)
Policy on Free Courses (3/5/2007)	Campus Police Department Firearm Policies and Procedures (12/2/13)
Naming of Facilities (4/2/2007)	Investment Policy Revision (4/7/2014), (11/30/2015), (9/26/2017)
Code Of Conduct – Student Loan Programs (8/13/2007)	President Emeritus Policy (8/28/2017)

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Anti-Idling Policy (4/7/2008)	Credit Card Policy (10/2/2017)
Energy Star Purchasing Policy (4/7/2008)	Policy on College Awards (8/27/2012)

Ms. Martin then requested Board approval of the Risk Appetite Statement.

A motion was made by Trustee Baptista to approve the Risk Appetite Statement and seconded by Trustee Videva Dufresne. 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) - Absent  
Diane Silvia – Yes  
Steven Torres (Vice Chair) – Absent  
Alexis Viveiros-Branco (Student Trustee) - Yes  
Joan Medeiros (Chair) – Yes

The motion was approved.

Chair Medeiros thanked Ms. Martin for her guidance through the Risk Management presentation; she said it was very well done and contained a wealth of information. Ms. Martin said that she can provide a quarterly report to the Board on the status of policies.

**E. ADJOURNMENT**

There being no further issues to discuss, the Board of Trustees’ Retreat concluded at 12:04 p.m.

Respectfully submitted,

*Kathleen Wordell*

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Kathleen Wordell, Recording Secretary

\_10.5.2020\_  
Date Approved

\_\_KAW\_  
Initials