

Bristol Community College
Fall River, Massachusetts

Board of Trustees
Meeting Minutes

August 28, 2017

A. Convening

The three hundred and fifty-second regular meeting of the Bristol Community College Board of Trustees was held on Monday, August 28, 2017, in Room J211 in the John J. Sbrega Health and Science Building at the BCC Fall River campus located at 777 Elsbree Street, Fall River, Massachusetts. Chair Joseph Marshall called the meeting to order at 8:31 a.m.

Trustees present: Joseph Marshall, Chair; Joan Medeiros; Lynn Motta; Kylie Pasternak; Anthony Sapienza; Diane Silvia, Vice Chair; Steven Torres, Esq.; and Max Volterra, Esq., Secretary.

Trustees absent: Dr. Patricia Andrade; Keith Hovan; and Sandra Saunders, Esq.

B. Information from the Chair

Chair Joseph Marshall welcomed all to the meeting. He introduced new Trustees Lynn Motta and Kylie Pasternak to the meeting as well as new President Laura Douglas. He welcomed their input and institutional changes that are forthcoming.

C. Consideration of Minutes of Meeting of June 12, 2017

Upon a Motion made by Trustee Sapienza to accept the Minutes of the June 12, 2017, meeting, as submitted, and seconded by Trustee Medeiros, it was

VOTED to accept the Minutes of the June 12, 2017, meeting as submitted.

D. Consideration of Executive Session Minutes of June 12, 2017

Upon a Motion made by Trustee Volterra to accept the Executive Session Minutes of June 12, 2017, as submitted, and seconded by Trustee Sapienza, it was

VOTED to accept the Executive Session Minutes of June 12, 2017, as submitted.

E. President's Report

President Laura Douglas said it was the end of her first 8 weeks as the new president of Bristol Community College. The Transition Team has been instrumental in helping her

transition into the position and identifying what needs to be done. She has learned a lot in these meetings and appreciates the Team's input.

- **Transition Team Update** – Trustee Joan Medeiros and Vice President Steve Kenyon, co-chairs of the President's Transition Team, gave an update to the Board. Trustee Medeiros said there have been ongoing meetings since June 28. The group has been very forthcoming first focusing on President Douglas' meet and greets, newsletters, tweets, and the Transition Team webpage. Key issues were discussed such as ways to engage 30,000 alumni, Spirit Week during the week of September 11, Opening Day agenda; better wayfinding; and declining enrollment.

V.P. Kenyon discussed assessment of the college environment by implementation of the PACE survey. This is done at many institutions across the country and costs about \$4,000 to do. It is recommended to be done every three years. They use the survey to develop a strategic plan and as a means to a better understanding of the college climate. It will be conducted by V.P. Rhonda Gabovitch (info graphic distributed). Chair Marshall asked if this is a confidential survey. VP Gabovitch said it is confidential but not anonymous. Participants would be provided with a link; the PACE Survey is confidential and does not use emails. Trustee Pasternak asked who will determine the questions selected. V.P. Kenyon said the Education Effectiveness Committee will select the questions. V.P. Gabovitch said there are 46 regular questions and 20 additional items from a question bank to determine the questions on the survey. V.P. Kenyon said the survey will be conducted in the fall with the results available in the spring.

- **Enrollment** – Director of Financial Aid David Allen gave an enrollment report to the Board. He discussed the decline in enrollment; BCC has been ahead of decline but is now catching up to other community colleges. There is slow economic growth and a decrease in high school graduates; they are looking very closely at past enrollment noting a steady decline, not a steep decline. Applicants are decreasing; Financial Aid is flat with applications receiving. A change to the U.S. Department of Education Code 399 has impacted 1,000 students; this involves when two incomes do not match and an audit must be done requiring additional information from the student. Could be that estimated numbers to be used and student will not update. A total of 20-25 percent of students who receive financial aid apply in the last two weeks of August. Some students must repay the college due to amounts being recalculated. Trustee Pasternak asked if there was unawarded Foundation money to give to students. This is not feasible as the adjustment money is sometimes money that the students should not receive.
- **Capital Campaign** – Vice President Elizabeth McCarthy gave a report to the Board regarding the Capital Campaign. Phase I had a \$10 million goal; they raised \$13 million. Phase I is completed. She highlighted large gifts received. Phase II has a campaign goal of \$5 million: \$2 million for BCC New Bedford, \$2 million for BCC Attleboro, and \$1 million for BCC Taunton.

President Douglas updated the Board regarding the Human Resources Department. Interim Vice President Lisa Tarantino recently accepted a new position at Framingham State University. Nadine Dowling will be the interim Executive Director of Human Resources and oversee operations in totality. She begins this Thursday. Judith Wong will be in charge of Title IX and Affirmative Action. Both come highly recommended by General Counsel Ken Tashjy. George Smith of Storms Associates will continue through October. Trustee Torres asked if Ms. Wong was temporary. President Douglas said yes she is an interim employee in the position. Trustee Torres said he has concerns of implementation of the AAPR Report and asked how the search process was going for the HR positions. President Douglas said the search is underway for the Executive Director of HR. V.P. Gabovitch is the chair of the search committee and they will begin interviews next week; they expect to hire someone by October. The job description is ready for the Director of HR (Lisa Tarantino's former position), however we want the new Executive Director of HR to weigh in on this position. We are ready to go for the Affirmative Action HR position but are also waiting to hire the Executive Director of HR before we proceed with this one. By the end of the calendar year, the HR Office is to be fully staffed.

President Douglas said there are three items she would like the Board to mention when out and about in the community:

1. The Massachusetts Gaming Commission issued the first certificate in the Commonwealth for a gaming school to Bristol Community College; we are Number 1 in the state.
2. \$2 million Lash gift.
3. Grant for diversity in nursing workforce with University of Massachusetts Dartmouth (UMD) – identifying and recruiting applicant pool.

Upon a Motion made by Trustee Sapienza and seconded by Trustee Silvia, it was

VOTED to accept the President's Report.

F. Report of the Finance and Audit Committee

Trustee Joan Medeiros, Chair of the Finance and Audit Committee, gave her report to the Board. The Finance and Audit Committee met on June 12, 2017. The first item on the agenda was to review the 3rd Quarter Trust Fund Report. After questions and discussion, the report was approved unanimously.

The Committee reviewed the Report on Reserves in detail. The report reflects the \$1 million dollars approved by the Committee to be transferred from certificate of deposit accounts to the Fidelity Balanced Fund.

We discussed the budget being proposed at the Board meeting which was subsequently approved.

A total of \$1 million was moved from CDs to the Fidelity Balanced Fund.

We reviewed in detail our investment policy. The Committee approved to change our investment policy. We approved an increase in the allowed amount of equity securities on our portfolio from 50 percent to 70 percent subject to Board approval. This approval was received at the subsequent Board meeting.

The Committee will be holding a special meeting in September with management and Fidelity. The objective of the meeting is for Fidelity to provide an update on portfolio performance and to have an interactive question and answer session.

Upon a Motion made by Trustee Sapienza and seconded by Trustee Volterra, it was VOTED to accept the Report of the Finance and Audit Committee.

G. Report of the Alumni Trustee

Alumni Trustee Diane Silvia gave her report to the Board.

The Alumni Association has not met since the last Board meeting.

Carole Michael and Cynthia Flanagan were elected as officers of the Alumni Association as well as Lenny Martin and Donna Oliveira.

The next meeting of the Alumni Association will be on September 6, 2017.

Upon a Motion made by Trustee Volterra and seconded by Trustee Sapienza, it was VOTED to accept the Report of the Alumni Trustee.

H. Report of the Foundation Relations Committee

Trustee Diane Silvia, Chair of the Foundation Relations Committee, gave her report to the Board.

The BCC Foundation met on June 14, 2017. V.P. McCarthy gave an update on the Capital Campaign.

They are continuing to look for the Executive Director of Development position.

The Manhattan Film Festival will be held at BCC Attleboro on Friday, October 6, 2017, and Saturday, October 7, 2017.

The Foundation Gala will be held on October 13; they are looking for donations for the event.

Upon a Motion made by Trustee Volterra and seconded by Trustee Sapienza, it was VOTED to accept the Report of the Foundation Relations Committee.

I. Financial Update

- **Budget Update** – V.P. Kenyon gave a budget update to the Board. (See attached handout.) Fiscal Year 2017 had a projected operating loss of \$584,000; FY18 approved budget was a “break even.” Enrollment projections went from -5 percent to -12 percent; optimistic is to be under 10 percent. The BCC budget is \$74 million - two-thirds of it is payroll. All college operations are under review. Merchant fee costs are \$88,000 per year. There is \$15.2 million in reserves/investments. Changes can be made thoughtfully. Trustee Motta asked when the Finance department calls in different merchants/vendors. V.P. Kenyon said they do so every couple of years. Trustee Sapienza asked if they can take the operating loss out of the reserves for FY17. V.P. Kenyon said yes but they want to implement cost cutting measures first. Trustee Sapienza asked how the balance was between full and part-time faculty. V.P. Kenyon said it is a very delicate and dynamic subject; BCC has a low number of full-time faculty and a high number of adjuncts. With a decline in enrollment, the adjunct faculty will be impacted the most. Associate Vice President Anthony Ucci said that over the last three to four years, full-time faculty did come from the adjunct pool; for developing new programs however they look to the outside to fill positions. President Douglas said that one of her goals is to increase full-time faculty. At this time, they are looking at courses/programs that are less needed and put full-time faculty where we need them most.
- **Facilities Projects Update** – V.P. Kenyon gave a facilities update to the Board (See attached handout.) He discussed 14 facilities projects. Regarding the New Bedford land acquisition, they made an offer on parcels of land and the offer was accepted on Saturday, August 26, for \$500,000 for three lots. They will now do a due diligence and closing.

Trustee Pasternak said that \$80,000 for wayfinding seems like a lot for finding places. V.P. Kenyon said that figure is for all BCC campuses/locations. Also, there can be a 20 percent increase in enrollment due to signage.

V.P. Kenyon said regarding the budget question, there is a large deficit looming and leaning towards reserves. However, we must look at three things:

1. Cost cutting first.
2. Revenue enhancement.
3. Reserves last.

He said we cannot keep pulling from the “rainy day fund.” We must look to budget cuts first and revenue enhancements, and push towards this responsible approach to

finances and the budget. Our focus must also be on retention; we must all be on the same page.

J. Report of Personnel Actions

Trustee Pasternak asked how salary was determined as there appears to be discrepancy between salaries of faculty members. Associate V.P. Ucci said that the formula to determine salaries is based on education and experience; there is flexibility but a small window. Former teaching experience plays a role in determining salary as does teaching experience in the Massachusetts state system.

Upon a Motion made by Trustee Sapienza and seconded by Trustee Motta, it was

VOTED to accept the Report of the Personnel Actions.

K. Report of Workforce and Community Education Contracts

Upon a Motion made by Trustee Sapienza and seconded by Trustee Pasternak, it was

VOTED to accept the Report of Workforce and Community Education Contracts.

L. Request for Approval of New Concentrations and Certificate

The following new concentrations and certificate were submitted to the Board of Trustees for approval:

- Engineering Technology Career – Offshore Wind Power Technology (Associate in Science)
- Hospitality Management – Event Planning and Management (Associate in Applied Science)
- Offshore Wind Power Technician (Certificate of Achievement)

Trustee Pasternak said she has a friend who is finding it difficult to get a job and is considering the options for Offshore Wind. She wanted to know what the timeframe for wind energy employment in the area was. Trustee Sapienza said the RFP was issued by the state for 800 megawatts; the state is still deliberating; there are three companies in the mix. Deepwater is already applying for permits for solar and wind; it takes three years to permit as it is sequential - one state agency after another. It takes three to five years to build wind turbines. The first vessel is deployed to do the housing for pilings. As part of wind energy center, BCC is looking to partner with companies – there will be construction jobs for the first three years. The concern is legitimate. Trustee Pasternak asked if there was a way to notify students that it is a three to five year wait for jobs. Associate V.P. Ucci said that the programs are not for wind energy only. Dean Jennifer Menard said that are working with UMD and can give more information regarding this in the fall.

Upon a Motion made by Trustee Sapienza and seconded by Trustee Silvia, it was VOTED to approve the New Concentrations and Certificate.

M. Revised Sabbatical Leave Request

The Board of Trustees was asked to approve a revision of faculty member Martha Ucci's sabbatical leave for Academic Year 2017-2018. Ms. Ucci had been approved for a spring 2018 sabbatical – a half-year leave at full-salary – but was requesting a leave change from one semester at full workload to a full year at half workload. The reason was because she had been selected to serve as English Department Chair in AY 2017-2018.

Trustee Pasternak asked if there was any impact with going from full semester leave to yearlong half semester leave. Associate V.P. Ucci said that they did a cost analysis and there was no financial or credit impact.

Upon a Motion made by Trustee Torres and seconded by Trustee Silvia, it was VOTED to approve the Revised Sabbatical Leave Request for Martha Ucci.

N. Old Business

There was no old business to discuss.

O. New Business

- **President Emeritus Policy** – V.P. Kenyon presented the following proposed policy to the Board of Trustees for approval:

Purpose

To recognize any college president who has provided outstanding, distinguished, and extended service to the college community.

Policy History

Effective Date: August 28, 2017

Approval:

- This is a new policy

Maintenance of Policy

To be maintained by the college Board of Trustees.

Policy

The Board of Trustees may grant President Emeritus status to a college president who is retiring or has retired from the position of president.

President Emeritus status should be reserved to honor a college president who is retiring or has retired; has provided outstanding and distinguished service to Bristol Community College; “Outstanding and distinguished service” is defined as service which goes beyond the normal duties and responsibilities of the appointment, and which has had extraordinary impact on the college and/or broader community. Such service contemplates that the individual demonstrated exceptional commitment and contributions to the college, exemplifying the highest standards of personal and professional integrity, civic responsibility, vision and leadership.

The title of President Emeritus may be awarded posthumously.

Nomination and Approval

A member of the Board of Trustees may nominate a retiring or retired college president to become President Emeritus. The title must be approved by a majority vote of the Board. A retiring or retired college president may decline to accept and/or use the title of President Emeritus.

Rights, Privileges and Responsibilities

In addition to the benefits and privileges received by all retired faculty and staff and any other benefits to which the individual may be entitled, a college president granted President Emeritus status will also receive:

- Listing in the college catalog and website;
- Use of the title “President Emeritus” in community and professional activities;
- Invitations to college events and activities; and
- The option to participate in commencement exercises.

The current college president may call upon the President Emeritus to provide counsel or to serve in various volunteer roles and/or capacities in support of the college. Presidents Emeriti are not required to continue to serve the college community.

The title of President Emeritus confers no remuneration, rights to employment, or benefit in addition to those provided above. Presidents Emeriti do not exercise any of the authority or administrative functions associated with holding a staff position at the college.

The Board of Trustees retains the authority to withdraw a President Emeritus title at its discretion, as it deems necessary and appropriate.

Upon a Motion made by Trustee Sapienza and seconded by Trustee Volterra, it

was VOTED to approve the President Emeritus Policy.

- **May 2018 Board Meeting** – Recording Secretary Kathleen Wordell requested that the date of the Monday, May 7, 2018, Board of Trustees Meeting be changed to Monday, May 14, 2018, to accommodate the BCC Golf Tournament scheduled for Monday, May 7, 2018. The Board of Trustees agreed to change the May meeting date to Monday, May 14, 2018.

P. Adjournment

There being no further business to come before the Board, Chair Marshall declared the meeting adjourned. The time was 9:45 a.m.

Respectfully submitted,

Max Volterra, Esq.

Max Volterra, Esq., Secretary

____10/2/17____
Date Approved

____KAW____
Initials