

Bristol Community College
Fall River, Massachusetts

Board of Trustees
Meeting Minutes

November 7, 2016

A. Convening

The three hundred and forty-fifth regular meeting of the Bristol Community College Board of Trustees was held on Monday, November 7, 2016, in Room D209 of the Hudnall Administration Building, on our Fall River Campus at 777 Elsbree Street. Chair Joseph Marshall called the meeting to order at 4:04 p.m.

Trustees present: Joseph Marshall, Chair; Keith Hovan; Samueal Lema; Joan Medeiros; Cynthia Rose; Anthony Sapienza; Sandra Saunders, Esq.; Diane Silvia, Vice Chair; Steven Torres, Esq.; and Max Volterra, Esq., Secretary.

Trustees absent: Dr. Patricia Andrade

B. Information from the Chair

Chair Joseph Marshall welcomed all to the meeting.

C. Consideration of Minutes of Meeting of September 26, 2016

Upon a Motion made by Trustee Rose to accept the Minutes of the September 26, 2016, meeting, as submitted, and seconded by Trustee Silvia, it was

VOTED to accept the Minutes of the September 26, 2016, meeting as submitted.

D. Consideration of Minutes of Executive Session of September 26, 2016

Upon a Motion made by Trustee Volterra to accept the Minutes of Executive Session of September 26, 2016, as submitted, and seconded by Trustee Rose, it was

VOTED to accept the Minutes of Executive Session of September 26, 2016, as submitted.

E. Executive Session – Litigation

Chair Marshall requested that the Board of Trustees Meeting enter into an Executive Session for the purpose of discussing litigation, since an open meeting may have a detrimental effect on the litigation position of the College. Besides Chair Marshall and the members of the Board of Trustees, this Executive Session will include Adam LaGrassa, Assistant Attorney General; Dan Cromack, Assistant Attorney General; Gina Yarbrough, Massachusetts Community College Associate General Counsel; President

John Sbrega; Vice President Steve Kenyon; Vice President Tafa Awolaju; Vice President Joyce Brennan, and Recording Secretary Kathleen Wordell. Following this Executive Session, the meeting will resume into an Open Session.

Trustee Sapienza made a motion to enter into Executive Session; this was seconded by Trustee Silvia. Chair Marshall then called for a roll call vote to enter into Executive Session:

Patricia L. Andrade, M.D. – Absent
Mr. Keith Hovan – Yes
Mr. Samueal Lema – Yes
Ms. Joan M. Medeiros - Yes
Ms. Cynthia A. Rose '70 – Yes
Mr. Anthony R. Sapienza – Yes
Sandra Saunders, Esq. – Yes
Ms. Diane L. Silvia (Vice Chair) '86 – Yes
Steven Torres, Esq. - Yes
Max Volterra, Esq. (Secretary) – Yes
Mr. Joseph A. Marshall, FRC (Chair) '78 – (Votes in event of a tie)

The motion was approved and the Board of Trustees entered an Executive Session.

After the Executive Session ended, the open meeting reconvened. President Sbrega said that in March the denial motion was brought to his attention and to their attention; we were all shocked and had no idea the case was in court at the time. Trustee Rose asked who was responsible for notifying them. President Sbrega said he did not know, but the Administration and the Board of Trustees should not have had to find out about the case by reading it in the newspapers. There are more cases pending.

F. Presidential Search Update

Chair Marshall gave an update to the Board on the Presidential Search. He was happy to inform the Board of Trustees that after two full days of conducting interviews of 12 semifinalist candidates, the Presidential Search Committee selected the finalist candidates that will be recommended to the Board of Trustees. At present, the finalist candidates are being vetted by the search firm, R.H. Perry and Associates. As soon as R.H. Perry has completed its due diligence, the finalist candidates will be publically announced and brought to the BCC Campus to meet in open session with the Board of Trustees and all college constituents as well as the Secretary of Education, the Commissioner of Higher Education, and members of the Board of Higher Education. Each candidate will be scheduled for a full day of meetings; we are anticipating bringing the candidates to campus the last week of November and first week of December. After all finalist candidates' interviews have been conducted on campus, the Board of Trustees will meet in mid to late December to select the final candidate for the position of President.

Chair Marshall said it was a great experience to participate in and the Presidential Search Committee did an outstanding job of selecting the finalist candidates. He commends the Presidential Search Committee for all their hard work during the process.

Chair Marshall said he must excuse himself from the meeting at this time and Vice Chair Diane Silvia would chair the remainder of the Board of Trustees meeting.

Chair Marshall then introduced Vice President for Human Resources and Affirmative Action Tafa Awolaju who gave a presentation to the Board on “Preparing for an Effective Interview.” (See attached.)

G. President’s Report

The Employee of the Month for October was Maurice Cyr; the Employees of the Month for November are Andrew Nasser and Kevin Spirlet from the Communications Department.

On November 4, Governor Charlie Baker reaffirmed and restructured the Advisory Council on Veterans Services consisting of 12 members including the Secretary of the Department of Veterans’ Services Francisco Urena.

BCC has been invited to present a proposal to the Massachusetts Life Services Center.

BCC’s Workforce and Academic Affairs Departments are creating a grant proposal to National Science Foundation (NSF) for \$15 million to \$20 million for development of Advance Technology Education Center for Offshore Wind. BCC is earning attention as the community college expert in training.

Another grant of \$20,000 has been awarded to BCC from the Massachusetts Clean Energy Center to complete research into Workforce requirements for lease rights in “Mass Wind Energy Area.”

The Office of Grant Development reported that September grants have totaled \$52,000 and year-to-date grants have totaled \$746,000.

Top School Honors in 2017 Guide for Service to Veterans:

- Military Advanced Education and Transition
- Repeat years for BCC

November 7 is Transfer Day on the Fall River Campus which brings to campus area college and university representatives. An impressive list was included in the Trustee folders.

Professor Sandy Lygren of the Deaf Studies and Student ASL Deaf Studies Club coordinated a program for Domestic and Sexual Awareness Month.

There will be an upcoming meeting with District Attorney Tom Quinn regarding education alternatives to incarceration.

BCC Taunton Evening Advisor Debbie-Ann Hibbert was recognized by Governor Baker for the 2016 Commonwealth Equity in Governance Award for demonstrated commitment to equity in government operations.

Patricia Lyons, Paralegal Studies Instructor, won an online teaching competition for her course in Law Office Technology, LGL160.

Other Items of Interest

The Office of Disability Services provided 1473 individual services from September 9 – October 21. Four of the most utilized services were:

- Accommodations
- Specialized Testing
- Student Communications
- Faculty Communications

On October 4, BCC received approval of our Strategic Plan from the Board of Higher Education Strategic Planning Committee; on October 11 the BHE approved the BCC Strategic Plan.

On October 7, Senator Marc Pacheco held a rail forum at center court of the Taunton Silver City Galleria Mall.

The Leadership South Coast Graduation and Dinner was held on October 13. Dean Jim Daniels was recognized as a graduate of the program and President Sbrega was presented with the Community Leadership Award.

Also on October 13, the Fall River Historical Society Awards Dinner was held honoring BCC Foundation Member Betty Welch.

The BCC Foundation Gala was held on Saturday, October 15.

On October 17, President Sbrega and Vice President Joyce Brennan met with the Editorial Board of the Standard Times Newspaper.

The Question 2 Debate forum was held at BCC's Fall River Campus on October 17.

President Sbrega recorded a segment for Taunton Cable's South Coast Matters TV show on October 17.

On October 19, a memorial service was held on the BCC Fall River Campus for Professor Eric Bourgeois.

President Sbrega attended a Fall River Rotary Meeting with Stacey Charlton on October 20 at White's of Westport.

Also on October 20, President Sbrega attended a political forum on the BCC Fall River Campus regarding the U.S. Presidential Election conducted by FRCMedia.

Entrepreneurial Day was celebrated at BCC on October 20 hosted by the Academic Center for Entrepreneurship.

President Sbrega attended a Southeast Region Workshop I at UMass Dartmouth on October 24 organized by the DHE and DCAMM.

On October 25, President Sbrega attended a CONNECT meeting at Bridgewater State University.

On October 26, the Taunton Area Chamber of Commerce held its Business Recognition Celebration and honored President Sbrega with the School to Career Recognition Celebration Lifetime Achievement Award.

President Sbrega and Trustees Joan Medeiros and Diane Silvia attended the Statewide Trustee Conference and MCCTA Meeting on October 27 at UMass Lowell.

On October 28, President Sbrega participated in an ACUPCC/Second Nature Steering Committee conference call.

The 5th Annual Water for Cambodia Gala Dinner was held on Saturday, October 29 organized by Professor Makna Men.

The BCC Children's Halloween Party was held on October 28.

On October 30, BCC Men's Soccer Team won the 2016 Region XXI Men's Soccer Division III Tournament. The Bayhawks will head to Herkimer, New York for the eight team NJCAA National Tournament on November 10 – 13.

The President's Donor Scholar Luncheon was held on November 3.

President Sbrega attended a conference hosted by the BCC Holocaust Center on Propaganda and the Holocaust on November 4.

The Grimshaw-Gudewicz Art Gallery is currently highlighting the work of BCC's Art and Design Faculty; the exhibit will run from November 3 through December 8.

Upcoming Events:

A Veterans Expo will be held on Saturday, November 19 from 10:00 a.m. until 2:00 p.m. on the BCC Fall River Campus. The event, coordinated by BCC, The Veterans Agency of Bristol County, and the Providence VA, provides Veterans and Service Members with access to Veterans Affairs Resources as well as numerous Veterans Non-profit organizations, BCC Admissions and Support Services, and information on other two- and four-year colleges.

On November 21, BCC's OneBook Committee will host a presentation by Astronaut Al Sacco, Jr., Ph.D. at 9:30 a.m. in the Fall River Campus Theater. The book selection this semester was *The Martian* by Andy Weir.

The BCC Annual Legislators' Breakfast will be held on Friday, December 2, at 9:00 a.m. in the Faculty Staff Lounge of the Commonwealth College Center on the Fall River Campus.

A Veterans Center Representative Breakfast will be held at all BCC locations during the period of December 5 – 12; all will begin at 8:30 a.m.

H. Report of the Finance and Audit Committee

Trustee Cynthia Rose, Chair of the Finance and Audit Committee, gave her report to the Board.

The Finance and Audit Committee met on September 26, 2016. They reviewed and approved the College's fourth quarter trust fund report. They also discussed the College's reserves in great detail. They reviewed the composition of the two Fidelity Funds we have invested in for several years. The College is currently invested in a Conservative Fund (\$3 million) which is comprised of 50 percent bond funds and other conservative mutual funds. We are most heavily weighted in a Balanced Fund (\$7 million) which is made up of slightly more aggressive mutual funds but still 40 percent bond funds.

The two managed funds consist of approximately 39 different mutual funds. This helps diversify our portfolio. As a reminder, we went for a competitive bid process and awarded Fidelity as our Investment Manager based on very low fees, strong reputation, and references. Despite the 2.3 percent combined yield at June 30, the funds experienced good results since then.

As of the meeting date, the Conservative Account one-year yield was 6.59 percent compared to Conservative Strategy Benchmark of 5.40 percent. The Balanced Fund was 8.35 percent compared to a Balanced Strategy Benchmark of 8.88 percent. The Committee also reviewed our investment policy, and we have the ability within the existing policy to invest more funds from Certificates of Deposit to our Fidelity Account.

The Committee unanimously approved the transfer of an additional \$1 million from maturing CDs to our Fidelity Balanced Fund. They discussed the financial implications of the New Bedford lease and the expected closing of November 1. They also discussed the implications of the FY16 MCCC raises and the anticipated payment schedule.

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

(Trustee Keith Hovan excused himself from the meeting at this time.)

I. Report of the Alumni Trustee

Alumni Trustee Diane Silvia gave her report to the Board.

The Paragon Awards deadline to submit nominations was October 31; reviews of candidates are underway. The event will take place on March 23, 2017.

The Alumni Association is looking for nominees for the Distinguished African American Alumnus Award for the Dr. Martin Luther King, Jr. Breakfast in January. Please submit nominations to Kate Brezina.

The Engagement Committee meets four times a year. This is a group of Alumni Association Members that meets to discuss ways in which to get non-steering committee members more involved. It is co-chaired by Cindy Flanagan and Phil Oliveira.

The next Alumni Association Meeting is on December 14.

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

J. Report of the Foundation Relations Committee

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

At the most recent Foundation Meeting, five members' terms were due to expire; all requested to renew. There was no change to the member roster.

September 14 was Red Sox Day for the Community Colleges at Fenway in Boston.

The Manhattan Short Film Festival was held on September 23 and 24 at BCC Attleboro.

The BCC Foundation Gala was held on Saturday, October 15.

The next BCC Foundation Meeting will be held on December 14.

Trustee Sapienza asked how much money has been raised to date. President Sbrega said that approximately \$8 million has been raised, however he would get the exact figure from Vice President Elizabeth McCarthy and forward it to the Board.

K. Report of the Student Trustee

Student Trustee Samueal Lema gave his report to the Board.

Teaching for Change Initiative – Founded by the STEM Starter Academy Grant, this initiative provides a STEM Go Green Program and Robotics workshops. It works with Fall River Rotary Club and YMCA to set up tutoring in local schools. They have asked the Student Senate for help to communicate with students to volunteer. The first event was held this past Saturday and 14 robotics teams participated.

Student TV Show – Keith Thibault will talk to a former TV club advisor for help as well as the Radio Club, Observer, and a Divisional dean for communication support.

Phi Theta Kappa – there is no club or student organization. The cost is \$65 to join and there is no return on investment unless you apply for the scholarship. On the scholarship application is noted a large section on Phi Theta Kappa involvement; however the only activity is the induction ceremony.

Transfer Day was today at BCC. About 50 area colleges participated.

Dr. Pepper Tuition Giveaway – Trustee Lema has been selected to represent BCC at the Dr. Pepper Tuition Giveaway in December. Dr. Pepper selects 16 finalists out of 65,000 candidates to compete for \$100,000 scholarships during a throw-offs competition at a college football conference championship game. Trustee Lema expressed his sincere gratitude to the Communications Office for their help in making his student video that he submitted for this opportunity.

The Giving Tree, gift-giving for needy students/children on campus, will be taking place again this year at all campus locations. Gifts will be distributed sometime in mid-December.

The BCC Men's Soccer Team is now State Champions and leaving for the national tournament on November 9.

It's On Us Pledge – for Sexual Violence Awareness Week, there will be events on campus such as the Katie Brown and Red Sand Project. BCC Attleboro and BCC Taunton will be held on Monday, November 7, and BCC Fall River and BCC New Bedford on November 10.

On November 18, the SAC Meeting will be held at Quinsigamond Community College.

Scholarships Donors Luncheon was held on Thursday, November 3, in the Commonwealth College Center on the Fall River Campus. Students who have been awarded scholarships get a chance to meet with their donors. \$250,000 was given out to about 240 students.

Veterans Week Events:

- Card Service Members – Thank you cards for Veterans were to be signed in the Veteran Educational Services Center on November 9.
- Veterans Educational Services Information Session – a Veterans information session to provide an overview of benefits and services, the process for collecting benefits, and tips for helping student Veterans make a smooth transition from combat to campus.
- Veterans Appreciation Resource Fair – Wednesday, November 9, from 9:30 a.m. – 3:00 p.m. A variety of BCC services offered on a walk-in basis: academic advising, transfer counseling, career information, resume assistance, and certification/registration for Spring 2017.

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

VOTED to accept the Report of the Student Trustee.

L. Financial Update – Vice President Steve Kenyon

Vice President Steve Kenyon said that the Finance and Audit Committee met today to approve the financial statements. The College has also received a clean opinion from the auditors. The auditors will report at the next Board of Trustees meeting on December 5. Unless there are any issues the Board wants to discuss at today's meeting, he will have a longer update at the next meeting.

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

VOTED to accept the Financial Update.

M. Report of Personnel Actions

Upon a Motion made by Trustee Rose and seconded by Trustee Torres, it was

VOTED to accept the Report of the Personnel Actions.

N. Report of Workforce and Community Education Contracts

Upon a Motion made by Trustee Torres and seconded by Trustee Volterra, it was

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

O. Old Business

Trustee Torres made a motion that the Board of Trustees reviews the “Continued Action Items” from the Board Retreat at the next Board of Trustees meeting. This was seconded by Trustee Volterra and it was

VOTED that the Board will review the “Continued Action Items” from the Board Retreat at the next meeting.

P. New Business

Trustee Sapienza requested a motion that the President convene a Task Force for program offerings. It should be a working group comprised of members of the Board of Trustees, Deans and other Administrators for consideration of new space.

Upon a Motion made by Trustee Rose and seconded by Trustee Volterra, it was

VOTED to accept the motion.

Trustee Rose requested more information on the Grab and Go Pantry. Ms. Wordell said she would forward an email with the information and submittal form from the BCC Foundation regarding donations.

Q. Adjournment

There being no further business to come before the Board, Vice Chair Silvia declared the meeting adjourned. The time was 6:12 p.m.

Respectfully submitted,

Max Volterra, Esq., Secretary

____12/5/16_____
Date Approved

____KAW_____
Initials