

Bristol Community College
Fall River, Massachusetts

Board of Trustees
Meeting Minutes

November 6, 2017

A. Convening

The three hundred and fifty-fourth regular meeting of the Bristol Community College Board of Trustees was held on Monday, November 6, 2017, in Room D209 in the Hudnall Administration Building at the BCC Fall River campus located at 777 Elsbree Street, Fall River, Massachusetts. Chair Joseph Marshall called the meeting to order at 4:08 p.m.

Trustees present: Joseph Marshall, Chair; Samir Bhattacharyya; Keith Hovan; Joan Medeiros; Lynn (Motta) Malasi; Kylie Pasternak; Anthony Sapienza; Sandra Saunders, Esq.; Diane Silvia, Vice Chair; and Steven Torres, Esq.

Trustees absent: Dr. Patricia Andrade.

B. Information from the Chair

Chair Joseph Marshall welcomed all to the meeting. He introduced Matt Noyes, Director of Trustee and Governmental Relations at the Massachusetts Department of Higher Education, who is the liaison between the boards and the DHE. He then congratulated Trustee Lynn (Motta) Malasi on her recent wedding. Chair Marshall also introduced our newest Trustee, Dr. Samir Bhattacharyya from Sharon, Massachusetts. He replaced Trustee Max Volterra.

C. Consideration of Minutes of Meeting of October 2, 2017

Upon a Motion made by Trustee Saunders to accept the Minutes of the October 2, 2017, meeting, as submitted, and seconded by Trustee Sapienza, it was

VOTED to accept the Minutes of the October 2, 2017, meeting as submitted.

D. President's Report

For the benefit of our new Trustee Dr. Bhattacharyya, President Laura Douglas asked all attendees of the meeting to introduce themselves. After introductions were made, she introduced Carolyn Ross, the new Executive Director of Human Resources.

President Douglas then asked John McLaughlin, Bliss Clemmer, and Carlos Avila to speak about the first BCC Latino Family Night held recently. One of President Douglas' goals is to boost outreach to the underrepresented community. John McLaughlin said that

the Latino Family Night was held on Thursday, October 26, from 6 – 8 p.m., at the BCC New Bedford Campus. Bliss Clemmer said that it was promoted at 40 locations and there were over 80 in attendance; 17 expressed interest in ESOL (English as a second language). The event was highlighted by the Standard Times newspaper. Carlos Avila said that it generated a great community response; local agencies are looking at BCC to take the lead. The Puerto Rican population is on the rise. It is a great opportunity to grow the student base and increase ESOL in New Bedford. John McLaughlin said that the event was a collaborative effort in marketing, planning, site prep in New Bedford, and included a student panel and entertainment. Next steps will include continued follow-up and planning for additional Family Nights (Black American and Asian) in the future.

President Douglas asked V.P. Elizabeth McCarthy to give an update on the Foundation Gala and Scholarship Luncheon. V.P. McCarthy said the Gala was held on October 13 and they raised \$16,000. Over 118 guests attended, however this was a smaller attendance than in the past. The Committee plans on revising the format for next year.

The Scholarship Luncheon took place on Wednesday, November 1, and was well attended. They had two excellent speakers for the event. Following the event, six to seven people asked V.P. McCarthy how to start a scholarship.

President Douglas said that this was the last Board of Trustees meeting for V.P. McCarthy as she will be transitioning into her new role in Career Services. Paula Popeo has been hired as the new Executive Director of Development and will begin on November 27.

President Douglas asked V.P. Sethares to report on the new Earl R. Holden Microbiology Laboratory at BCC Attleboro. V.P. Sethares said the dedication for the lab will take place this Friday, November 10, at 10 a.m., at the BCC Attleboro campus. The Microbiology/Biotechnology lab would allow students pursuing a degree on Life Sciences to fully complete it on the BCC Attleboro campus. In addition, this lab would allow students in our Health Sciences, or those that are intending to apply to the Nursing program, to complete all of their required prerequisites fully on the Attleboro campus. This new addition would enhance our attraction for students that are heading for a career in Biotechnology. The close proximity of the Attleboro campus to Boston and Cambridge where the Biotechnology companies are situated would add to the attraction of this campus location and assist in our recruitment efforts. This Lab already has allowed us to offer Microbiology, Biotechnology and Advanced Biology courses for those students heading for STEM majors. The lab has been equipped with the most updated equipment that would expose our students to what is being used now in the industry and the most updated industry methodologies that would give them an edge when they apply for positions. This would also enhance our student's ability to compete for transfer to any other college after completion of their associate degree at BCC.

President Douglas requested that V.P. Joyce Brennan and V.P. Paul Vigeant explain the Lean Six Sigma Initiative. V.P. Brennan said that it is all about changing a culture. A consultant, a current Workforce instructor, will provide a day-long executive training for

President's Cabinet regarding this initiative. V.P. Vigeant said the training will teach us how to become a high performance organization and focus on cost savings and error control. Trustee Torres asked what was the price for training PC. V.P. Brennan said the cost would be \$5,000 - \$6,000. Trustee Torres asked if this model was appropriate for higher education and had been used before. President Douglas said yes and she had utilized this at one of her previous institution's with very good outcomes.

President Douglas announced that BCC's will be presenting on offshore wind at Governor Baker's November 16 cabinet meeting in Fall River and Secretary of Education Jim Peyser will be visiting the BCC Fall River Campus after the cabinet meeting.

The following are Talking Points for the Board of Trustees:

1. Degrees and Certificates Conferred in FY2017 – Bristol Community College is the third largest community college in Massachusetts. However, in 2017 we awarded 1,712 degrees and certificates, the highest number of any community college in the Commonwealth and 112 degrees/awards over the previous year. The college also has the highest number of degrees and certificates conferred over the past 10 years with a total of 13,584 awards.
2. BCC Safe Campus Award – Bristol Community College Campus Preparedness team has been ranked as one of the top 25 colleges and universities in the country for having increased the safety and security of their campus community in 2017 by *Safe Campus*, the premier national university and college campus safety organization. The "Top 25 University Department" ranking recognizes outstanding accomplishments in student and campus safety by a U.S. College or University administrative department.
3. New Bedford Career Pathways Program with NBPS – In 2016, the BCC New Bedford Campus and New Bedford High School formed a partnership to offer opportunities for non-college bound seniors graduating in June 2017. New Bedford High School received a grant to finance the project to provide education and training for these seniors to obtain marketable skill set by graduation. BCC created curriculum and provided teachers to provide workforce training for 22 students, preparing them for employment as home health aides, paraprofessional teaching assistants, and to work in restaurants. This Career Pathway Partnership, if funded for the 2017-2018 school year, will provide additional programs including a medical interpreter certificate and engineer training to work in manufacturing. The programs selected are chosen as pathways to further education and career advancement.

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

VOTED to accept the President's Report.

E: Report of the Finance and Audit Committee

Trustee Joan Medeiros, Chair of the Finance and Audit Committee, gave her report to the Board of the Finance and Audit Committee Meeting of October 2, 2017.

The Committee reviewed the Fourth Quarter Trust Fund report and approved it after some discussion and questions. They also approved the Annual Trust Fund Report. The Committee next reviewed our report on reserves, which was accepted.

As you may recall from our last Trustee meeting, we voted to move funds out of our conservative fund and into a new account with a 60/40 split, equity to bonds. We spent much of the meeting reviewing the FY17 audited financial statements. The college received an unqualified opinion with audit adjustments and no management comments. O'Connor and Drew, our independent auditors, will present the financial statements and required communications to the full Board of Trustees at our December meeting.

The Committee discussed the A-133 audit that is an audit of the college's federal funds including grants and financial aid. Again, there were no financial audit findings. While there were two findings, it is much improved over the previous year. The first finding was related to the student status reporting that was much better this year and should be resolved next year. This finding is the same at 14 of the 15 community colleges. Everyone is working hard with the student-clearing house to develop a process to eliminate this finding. There was also a Student Financial Aid audit that resulted in no findings so it will not have to be repeated for three years.

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

F. Report of the Alumni Trustee

Alumni Trustee Diane Silvia gave her report to the Board.

The Alumni Association Steering Committee has not met since September 6, 2017.

On Tuesday, October 3, 2017, President Douglas held a meet and greet with the Alumni Association in G Building. This was attended by many Steering Committee members as well as new alumni.

Trustee Silvia attended the Scholarship Luncheon on Wednesday, November 1, which was a very moving, nice event and well attended.

The Paragon Awards deadline to submit nominations was October 30 and the Committee will begin a review of the candidates. Vice President Elizabeth McCarthy said they are still accepting nominations for the Distinguished African American Alumnus Award.

The next Alumni Association Meeting is on December 13.

Upon a Motion made by Trustee Saunders and seconded by Trustee Hovan, it was

VOTED to accept the Report of the Alumni Trustee.

G. Report of the Foundation Relations Committee

Trustee Diane Silvia, Chair of the Foundation Relations Committee, said there was no additional information to report.

H. Report of the Student Trustee

Student Trustee Kylie Pasternak distributed her written report to the Board. The following are some of the highlights:

- September 28 – BCC Men’s Soccer wins the Region XXI Semi-Final Game versus Springfield Technical College (W 2-1) in double overtime.
- October 31 – BCC Men’s Soccer lost in the Regional Finals to Bunker Hill Community College (L 4-0).

Student Senate Report

Initiatives:

- Book Exchange – the Senate is continuing the operation of their Book Exchange program. Its purpose is to provide free books to the student body. So far this year, they have saved students over \$800.
- Giving Tree – the “Giving Tree” is the Student Senate’s annual service project. Its mission is to help the children of BCC students in need during the holidays. It will be set up in the lobby of G Building on the Fall River Campus. Between November 15 and November 27, the BCC community is encouraged to take an ornament and donate according to the needs of the child and to the donors means.
- Follett Price Matching – the Student Senate has identified an area of improvement within Follett’s Price Matching Policy. As it currently stands, when the bookstore matches the price of a book with a competitor’s price, they charge the student full-price, and give the student the difference on a bookstore gift card that can only be used at the bookstore, with many exclusions on what can be purchased with the gift card funds. If a student is using their financial aid loans to purchase the book, they pay interest on the full price of the book, as that is what is being deducted from their aid package. The Senate has reached out to every Massachusetts college that uses Follett, in an effort to have the most impact in their effort to correct the policy for every student effected. Updates forthcoming.

Events:

- Trustee Pasternak and members of the Student Senate, Office of Student Life staff, V.P. Steve Ozug, and V.P. Kathy Garganta attended the Community College Student Leadership Association’s (CCSLA) Student Leadership Conference 2017.
- Trustee Pasternak and Student Senate President Paul Vermette III represented the college at the Student Advisory Council’s (SAC) Annual Retreat. Forty-eight students attended from 20 of the 29 public higher education campuses.

Chair Marshall said Trustee Pasternak's Student Trustee reporting has been the most comprehensive and congratulated her on an excellent job.

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

I. Financial Update

V.P. Steve Kenyon said that the annual operating budget is \$73 million; it was necessary to make \$700,000 in budget reductions. Enrollment revenue is down \$400,000 this semester and in the spring semester also. We will need to get \$800,000 in payroll reductions. We received more than \$1 million in deferred maintenance; this will help with the balance sheet. Trustee Torres asked if the Board will receive a year-to-date report at the December Board meeting. V.P. Kenyon said that the quarterly report will be presented at the Finance and Audit Committee meeting prior to the Board meeting.

J. Report of Personnel Actions

Upon a Motion made by Trustee Sapienza and seconded by Trustee Silvia, 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 Silvia, it was VOTED to accept the Report of Workforce and Community Education Contracts.

L. Request for Approval of New Concentration

The following new concentration was submitted to the Board of Trustees for approval:

- Liberal Arts – Psychology Transfer (*Associate in Arts*)

Trustee Sapienza asked if there was a big demand for this. Vice President Greg Sethares said that many students are interested in psychology. We have not had a psychology degree before; it has been general studies. Trustee Sapienza asked if it will require new faculty. V.P. Sethares said no, current full-time faculty and adjuncts will teach the courses.

Upon a Motion made by Trustee Hovan and seconded by Trustee Sapienza, it was VOTED to approve the New Concentration.

M. Old Business

- Continued Action Items from Retreat - Review President's Goals

President Douglas distributed the spreadsheet of her Key Goals and reviewed it with the Board. She said that "Just Do It" is noted on the first page and throughout the document which refers to goals that require very little collaboration. Trustee Bhattacharyya asked if there was a timeline for the goals. President Douglas said that these goals are for her first year and that some of the goals will roll over into her second year. Trustee Sapienza asked if there were any goals that need to be first priority. President Douglas said that if it is listed as a goal (bolded) it is a high priority; the challenge is that all are a priority. Trustee Sapienza said that the enrollment goals are important for the Board and we should talk about that at every meeting. President Douglas said to add the retention piece to that also. She asked if the format worked well for the Board. Trustee Hovan suggested color coding the report and Trustee Sapienza requested larger typeface. Trustee Bhattacharyya said to consider changing the heading for the second column to "Subgoal/Tactic" and also add the mission and vision statements to the reports. President Douglas said that all of her goals are also aligned with the Strategic Plan.

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

VOTED to approve the President's 2017-2018 Goals.

- Board of Trustees Training with General Counsel Ken Tashjy

Chair Marshall said that General Counsel Ken Tashjy will be conducting a Trustee Training at the Board meeting of Monday, January 29, 2018, beginning at 4 p.m. The training will last approximately one hour and all Trustees will benefit from it. Trustee Hovan asked if it would be possible for him to call in to the meeting (Go To Meeting). Kathleen Wordell will check with General Counsel Tashjy and let the Board know at the next meeting.

N. New Business

Chair Marshall reminded the Board of Trustees of the Annual BCC Legislators' Breakfast on Thursday, December 7, 2017, at 9:00 a.m. in the Faculty Staff Lounge at the Fall River Campus. President Douglas said the following are the draft agenda items for the meeting:

1. Highlight events over the last year.
2. Key college enrollment and performance data.
3. Deferred maintenance.
4. Offshore wind.
5. Mid-skills gap.
6. Healthcare: how BCC is responding to needs.
7. Student speakers - one credit student and one noncredit student.

8. Veteran's Center update.

She also welcomes any additional topics from the Board. The “ask” is a collaborative ask from the community colleges for earmarks with a focus on STEM, STEAM, advanced manufacturing, identifying career pathways, cyber security, internships and co-ops as well as a capital budget ask.

Trustee Silvia mentioned that she just received notification about the Department of Higher Education's annual Statewide Trustees Conference on December 14, 2017, from 11 a.m. to 3 p.m., in Westborough, Massachusetts. This may be a difficult day and time for Trustees to attend. Matt Noyes from the DHE apologized for the conflict with the date as he was the one responsible for scheduling the meeting. It is usually scheduled for October but it was decided that it would be held in December this year. They hope to make the conference more reflective of boards' needs and will discuss topics such as freedom of speech, diversity and enrollment trends. He hopes members of the BCC Board can attend.

O. Adjournment

There being no further business to come before the Board, Chair Marshall declared the meeting adjourned. The time was 5:14 p.m.

Respectfully submitted,


Kathleen Wordell, Recording Secretary

12/4/17
Date Approved

KW
Initials