

Bristol Community College
Fall River, Massachusetts

Board of Trustees
Meeting Minutes

June 11, 2019

I. Call to Order

The three hundred and sixty-ninth regular meeting of the Bristol Community College Board of Trustees was held on Tuesday, June 11, 2019, in Room D209 of the Hudnall Administration Building on our Fall River Campus at 777 Elsbree Street. Chair Joan Medeiros called the meeting to order at 4:09 p.m.

Trustees present: Joan Medeiros, Chair; Samir Bhattacharyya; Valentina Videva Dufresne; Sara Hincapie; Keith Hovan; Jeffrey Karam; Lynn Malasi; Sandra Saunders, Esq., Secretary; Diane Silvia; and Steven Torres, Esq., Vice Chair.

Trustees absent: Frank Baptista.

II. Chair's Remarks

Chair Medeiros welcomed all to the meeting. She introduced the newest appointed member to the Board of Trustees – Mr. Jeffrey Karam.

Jeffrey T. Karam is First Bristol Corporation's Vice President. Jeffrey has led First Bristol Corporation's Hospitality Division since its inception in 2003; growing the portfolio to include 8 hotels and over 800 rooms. Jeffrey oversees all aspects of the hospitality division from site selection and development to the successful day-to-day management of its award winning hotels.

Jeffrey joined First Bristol Corporation in 2003 after graduating from Providence College with a dual major in Finance and Management. Jeffrey currently serves on the Board of Directors for the Newport County Chamber of Commerce, a Board Member of the Atlantis Charter School, and Board Member of the Providence Foundation. Previously, Jeffrey served as Chairman of the Atlantis Charter School's Development & Facilities Committee.

Chair Medeiros also introduced the new Student Trustee for the 2019-2020 academic year – C.J. Souza. C.J. will begin his Student Trustee year as of July 1, 2019.

C.J. is a graduate of B.M.C. Durfee High School in Fall River, MA. He is currently enrolled in the Early Childhood Education program and plans to pursue a bachelor's degree to ultimately become an early intervention specialist. In the past year, he has been involved in student organizations including being the Bristol Student Representative to

PHENOM and a work-study in Student and Family Engagement through the 2018-2019 Academic Year. C.J. grew up here at the Fall River location of Bristol, as his mother is long-time employee Katie Mello.

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 May 6, 2019
- Consideration of Minutes of Joint Board Meeting of May 6, 2019
- Report of the Facilities Committee Meeting of May 15, 2019
- Report of Personnel Actions
- Report of Workforce and Community Education Contracts

Upon a motion made by Trustee Torres to accept the Consent Agenda Items and seconded by Trustee Saunders, it was VOTED to accept the Consent Agenda Items.

IV. President's Report

Since there were new members to the Board of Trustees, President Douglas asked all Board of Trustees members and President's Leadership Team members present to introduce themselves.

Vice President for Student Services and Enrollment Management Ed Cabellon spoke about 2019 Enrollment.

- Spring enrollment numbers closed with:
 - Total Headcount at 6,759 (down -3.68% from Spring 2018).
 - Total Credits at 60,178 (down -0.18% from Spring 2019 budget 2019 Budget).
- Summer enrollment numbers froze with:
 - Total Headcount at 2,979 (UP +3.4% from Summer 2018).
 - Total Credits at 16,775 (UP +19% from Summer 2019 budget 2019 Budget).
- Summer enrollment data reflects:
 - 63% of our total summer credits are being taken online.
 - We have 269 guest students from 77 different higher education institutions. This, in part, represents a 28.2% increase in students classified as non-degree students.
 - We are up in minority student applications by 3.96% and up minority registered students by 17%. Additionally, we are up 4.44% in registered students over 25 years old.

President Douglas said Bristol received a grant from the Massachusetts Clean Energy Center for \$200,000 (starting July 1, 2019, to December 2020) to achieve accreditation

from the Global Wind Organisation (GWO) for curriculum, faculty and a facility to train participants in the offshore wind industry. Bristol will offer training in Basic Safety Training, Basic Technical Training and other customized trainings. This grant will allow Bristol to utilize an industry professional from the UK to oversee the project and partner with a GWO approved provider that will enable Bristol to be a designated provider. Also, Bristol will use this grant funding to build the required training tower and identify and equip the facility with the proper training equipment.

Executive Director of Development Paula Popeo spoke about the STOICO First Fed \$1 million lead gift. STOICO/First Fed Charitable Foundation has pledged \$1 million over five years for the build-out of the Library Learning Commons at the Attleboro campus. The gift is the largest donation ever received for the Attleboro campus and distinguishes the STOICO/FIRSTFED Charitable Foundation as the college's second largest donor.

With this lead gift, the Development Office and the Foundation is working on plans for a September 2019 launch of a \$2.5 million comprehensive campaign for Attleboro. In addition to the cost to construct the Library Learning Commons, the campaign seeks funding for other campus improvements including greater support for STEM and other programmatic enhancements. The Development Office and Foundation are working on several proposals during the remaining silent phase of the campaign in order to further leverage the launch. The Foundation has assembled an Attleboro Campaign Committee whose members include Foundation Board President Tom Murray as well as members Don Smyth, Max Volterra, Julie Hall and Dean Rodney Clark.

Trustee Torres noted the gift is to be given over five years but the build-out is not over five years. Vice President for Administration and Finance Steve Kenyon said the Learning Commons is to be constructed in the third year of the Title III grant, probably in FY2021. They are to meet with the Foundation to discuss financing construction. PRA Architects have been hired to design the renovations.

Vice President for Academic Affairs Suzanne Buglione spoke on the Express Bachelor's Degree in Business with University of Massachusetts Dartmouth (UMass Dartmouth). This fall, Bristol Community College in collaboration with UMass Dartmouth, will pilot an express pathway to a bachelor's degree in business that will be completed in three years. At a time of rising tuition costs, earning a degree in just three years helps students graduate from college sooner and begin earning and saving for retirement. This Express Bachelor's Degree in Business provides a low-cost option for students through this partnership between two public institutions. This program will allow the students to earn an associate degree in business administration at Bristol Community College in just 18 months; be automatically accepted to UMass Dartmouth as a junior in any of UMass Dartmouth's business concentrations; and then receive a bachelor's degree in another 18 months.

(Trustee Sara Hincapie arrived at this time – 4:27 p.m.)

V.P. Cabellon reviewed Student Awards Night held on May 23, 2019, in the Jackson Auditorium on our Fall River Campus. The evening recognizes students who have demonstrated exceptional academic growth and development as well as those who have made significant contributions in service and leadership to Bristol Community College. That evening, the Commonwealth Honors Scholars were recognized; the Foundation presented approximately 40 different scholarships and awards; each of the divisions presented awards for academic achievement; and the Valedictorian and Salutatorian were recognized. Student Trustee Sara Hincapie was the recipient of a number of awards including the Newman Civic Fellows Award, and she received the highest honors of the Mace and Shield Award, known as the President's Award. She was also installed in perpetuity in the Sceptre & Scroll Society. It was a lovely evening.

V.P. Cabellon mentioned Latino Family Night held on May 8 that engaged our prospective students and families. He also spoke about the recent visit to Bristol Community College from 200 middle schools' students and their families from Fall River's Kuss, Talbot, Morton, Henry Lord and Doran schools. Tours were conducted of natural and health sciences, engineering and culinary arts, and there were demonstrations, presentations, breakout sessions and activities in the labs. Parents learned about the college search process, financial aid, affordability and the benefits of community college. It was a great opportunity for the middle school students, as well as parents to be adult learners. A drawing took place for two \$500 scholarships provided by the Greater Fall River Chamber of Commerce.

President Douglas recapped the Commencement Recognition Dinner of May 16 - an intimate dinner celebrating our Valedictorian Dawn Lopes, Salutatorian Amanda Da Costa, Distinguished Citizen Nick Christ, and Honorary Degree recipient Zelma Braga along with their families and friends.

President Douglas said the three Trustee Talking Points were discussed previously:

- \$200,000 MassCEC Grant for OSW.
- STOICO First Fed \$1 Million Lead Gift.
- Express Bachelor's Degree in Business: Bristol and UMass Dartmouth.

President Douglas acknowledged Vice President for Institutional Research, Planning and Assessment Rhonda Gabovitch who is retiring on June 14.

President Douglas distributed her updated approved goals for 2018-2019. She said some of her goals will close at the end of the academic year/beginning of the fall semester. She will mention more at the Board Retreat on August 21 and discuss her new goals then.

V. Report of the Nominating and Governance Committee

Trustee Keith Hovan, Chair of the Nominating and Governance Committee, gave his report on the meeting of May 6, 2019. Trustee Hovan stated he received nominations from members of the Board of Trustees requesting reappointments for both Trustee

Steven Torres for the position of Vice Chair and Trustee Sandra Saunders for the position of Secretary. No other nominations were received.

The Committee reviewed the nominations. Chair Hovan said he contacted both candidates and asked them if they were to be nominated for reappointment to their respective positions would they accept. Both responded affirmatively.

A motion was made and the Committee approved to accept the nominations as presented and bring the recommendations to the full Board.

Chair Medeiros asked if there were any other nominations for consideration for Vice Chair and Secretary. No other nominations were made from the floor. The nominations for consideration were:

Vice Chair – Steven Torres, Esq.
Secretary – Sandra Saunders, Esq.

Trustee Silvia made a motion to approve the nominations for consideration; this was seconded by Trustee Malasi and it was VOTED to approve the recommended reappointment of officers for the Board of Trustees.

VI. Report of the Human Resources Committee

Trustee Steve Torres, Chair of the Human Resources Committee, gave his report to the Board of the Committee meetings of May 15 and June 11, 2019.

Trustee Torres said annually, the Board of Trustees performs a Presidential evaluation in conjunction with the Board's Human Resources Committee and staff support. The Committee met and reviewed in depth the resource materials presented that included the President's self-evaluation and goals as well as guidelines from the BHE/DHE. They discussed positive feedback they received from the college and community as well as the numerous accomplishments that have taken place during the President's tenure. The Committee agreed that President Douglas' performance has been outstanding and that the college is on a path of continuous improvement and measureable results. The Committee also reviewed presidential salaries and demographic information from the other Massachusetts community colleges.

Based upon the materials presented, the Committee unanimously approved a motion to recommend that President Laura Douglas receive a base salary adjustment of \$10,000 and the maximum merit-based salary increase allowable for this academic year. This recommendation would be presented to the full Board of Trustees. The Committee also drafted a full evaluation letter that will be sent to Commissioner Carlos Santiago of the Department of Higher Education with the recommendations noted previously.

Upon a motion by Trustee Videva Dufresne and seconded by Trustee Silvia, it was VOTED unanimously to accept the recommendations of the Board's Human Resources

Committee to include a base salary adjustment of \$10,000 and the maximum merit-based salary increase allowable for this academic year for President Laura Douglas.

President Douglas thanked the Board of Trustees and said it has been an honor to serve the college in this capacity.

VII. Report of the Student Trustee

Student Trustee Sara Hincapie gave the last report of her term to the Board of Trustees based upon her student survey, *Help Me Improve Bristol*. The following are some of the highlights of her presentation:

- The survey was created to hear from as many students as possible.
- Survey went live March 18-March 29, 2019.
- Data was received on April 1, 2019, and compiled since.
- 700 student responses: 686 completed the survey; 14 partially completed the survey.
- Goal was to assess the culture at Bristol and the student environment.

- Who are the Respondents – basic demographic questions were asked such as major, full- or part-time student status, ethnicity, race and age.

- Survey Questions – included issues concerning primary campus attendance, microwave availability, activity periods, clubs and organizations, events attended.

- Common Student Concerns –
 - Concerns with advising/financial aid & staffing.
 - Would like updated technology.
 - Have clean spaces and well maintained.
 - Vending machines, computer desks.
 - Healthy food options/discounts.
 - More weekend/summer classes at other locations.
 - Childcare at other locations.
 - Quiet spaces to study and enforcement.
 - Larger desks and more group spaces.
 - Climate control/ flooding.

- Common Student Feedback
 - Students LOVE how “bright” and “clean” Taunton campus is.
 - Great appreciation for Mobile Food Market, and Grab and Go.
 - Students overall think faculty and staff are friendly and understanding of student goals.
 - Signage around campus has made it easy to navigate.
 - Students generally feel safe and comfortable.
 - Great resources, but advertise them more!
 - Students would like more surveys.

- Goals of the Student Trustee
 - Communicate with the Board.
 - Attend SAC Meetings.
 - Report to Student Senate about SAC Meetings.
 - Interact with Bristol students.
 - Attend Student Club/Organizations meetings.
 - Obtain student concerns and feedback.
 - Help students navigate Bristol Community College.
 - Market Student Trustee social media handles.

- The Student Trustee Experience
 - Learned about what the Board of Trustees does and who they are.
 - Worked closely with student leaders on initiatives and events.
 - Worked closely with college administration.
 - Participated in hiring committees.
 - Invaluable experience, great advice.
 - Learned professional skills.
 - Great networking opportunity.
 - Learned about presentations.
 - Personal journey.

Upon completion of the Student Trustee's report, Chair Medeiros thanked Trustee Hincapie for her year of service to the Board commending her for an outstanding job. The Board wished her well on her future endeavors.

(Trustee Steve Torres left the meeting at this time – 5:15 p.m.)

VIII. Financial Update

V.P. Steve Kenyon said last year we had a budget loss of \$690,000; this year it is more of a break-even. We have been very fortunate to receive large amounts of state appropriated funds for deferred maintenance. The nature of these projects reflects all the revenue in the year awarded but the cost is amortized of the useful life of the asset, which can be up to 30 years.

The financial statements for this year are very strong. The cash flow will be negative because we are spending money on projects that funds were received in prior years (\$4.5 million Mass Life Science Center grant).

We are in the midst of several audits. The state auditors are looking at childcare and our Foundation. They come every three years and normally stay eight to ten months. We also have O'Connor and Drew auditors and the A133 audit that will be performed over the summer into the fall.

IX. Old Business

There was no old business to come before the Board.

President Douglas updated the Board on the selection of Dr. Suzanne Buglione as Bristol's new Vice President for Academic Affairs.

X. New Business

There was no new business to come before the Board.

XI. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 5:19 p.m.

Respectfully submitted,

Sandra Saunders, Esq.

Sandra Saunders, Esq., Secretary

__10/7/19_____
Date Approved

__KAW__
Initials