

**BOARD OF TRUSTEES
MEETING MINUTES**

Monday, October 2, 2023

1. Call to Order

The four hundred and sixth regular meeting of the Bristol Community College Board of Trustees was held on Monday, October 6, 2023, in person at Bristol Community College, Fall River campus, located at 777 Elsbree Street, Fall River, Massachusetts, in the Hudnall Administration Building (D-209). The meeting was called to order at 4:10 p.m..

place to promote and uphold the college's values of inclusion and respect, and to protect the safety of all employees, students, and visitors to the college including vendors, consultants, and board members.

The proposed policy defines bullying and provides behavioral examples and evidence of bullying.

CHRO Echevarria noted that employees who feel they have experienced bullying should report this to their supervisor or to Human Resources while students should report bullying behavior to Joe DiMaria in Student Success. Visitors to the college should report bullying behaviors to the Title IX & Equity Compliance Officer.

CHRO Echevarria asked if there were any questions or thoughts. Trustee Videva Dufresne asked about counseling services available to employees and students. CHRO Echevarria confirmed students can be referred to the college's counseling services and employees are encouraged to utilize the college's EAP services. He was also asked what happens if the two parties involved are external to the college. He confirmed in the event of two external parties, the matter would be referred to law enforcement.

CHRO Echevarria once again asked if there were any other questions or discussion necessary. Hearing none, Chair Medeiros requested a motion to approve the Anti-Bullying Policy. A motion was made by Trustee Karam to approve the Anti-Bullying Policy as presented. This was seconded by Trustee McGhee. The motion was approved.

5. President's Report

Chair Medeiros invited President Laura Douglas to provide the President's Report.

- President's Goals 2023-2024 for Approval

President Douglas began by describing the layout of the Proposed Key Goals for 2023-2024 document describing four strategies

established a fund through the Bristol Community College Foundation that provides living stipends for Mashpee and Aquinnah Wampanoag tribal citizens who are interested in pursuing either a certificate or an associate degree in Offshore Wind. The stipend amount is \$2,500 per semester and \$5,000 for the full year and complements a separate scholarship fund offered through the Bristol Foundation that covers the tuition of students who are pursuing offshore wind courses.

CDO Urquhart invited questions and also welcomed any future inquiries about this fund.

combined knowledge. She shared resources were used to create a common glossary, framework and resource center for use to by all partners in the CONNECT Consortium.

Chief of Staff Lynch stated the CONNECT Consortium used research and best practices to develop the framework which has been defined as having five key areas of competency which include Implicit Bias, Stereotypes, Racial Trauma, Culturally Inclusive Learning and Microaggressions.

She shared this equity project was a culmination of a year's work among CONNECT Consortium representative members and will launch both the electronic portal and implementation guide to all consortium campuses within the next week. Chief of Staff Lynch stated Bristol's next step in this work is to identify how to best operationalize this professional development training.

STEM Week – *Adriene Foster Scharf*, Dean of Science, Technology, Engineering & Mathematics

Dean Foster Scharf shared that STEM week is scheduled October 16-20, 2023, and

VP

He also shared the top ten reasons for voluntary separation with “Career Advancement” being the #1 reason for this attrition. The 5 most reported causes for separation totaled 58% as follows:

- Career Advancement: 15%
- Retirement: 12.5%
- Poor Working Environment: 12.5%
- Lack of Advancement Opportunity: 9.2%
- Quality of Supervision: 9.2%

Grouped together career and compensation concerns were a critical factor for 43% of participants. Culture was the second biggest grouping (35%) defined by work environment, supervisors, and telework.

Opportunities for retention of employees indicated satisfaction in 5 categories: mission, work engagement, student success, relationship with management, and employee benefits.

Despite relatively high scores throughout the Exit Interview process, the areas of opportunity for the college include:

- promoting a positive culture
- improving compensation practices
- backfilling vacant positions
- improving the hiring process to address capacity issues

CHRO Echevarria reflected on the exit interview data stating the primary goal is to understand and influence attrition. This is a challenge as highlighted by the attrition factors mentioned earlier. CHRO Echevarria also noted the current assessment tool, while useful in capturing baseline data, leaves some gaps in our ability to fully understand the contributing factors for employee departures and demographic information that may better identify trends. He shared the current tool was kept to have a full year of baseline data, but will be redeployed to help improve the collective understanding of the employee experience at Bristol Community College. (a)4, (pp9f)-2 (c (r)-3 (r).)5 (a4.)-35 (het)-35 (he)4.9 3 (e)

Next, CHRO Echevarria presented a Strategic Retention and Recruitment Plan. The clear priorities based on feedback include:

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In conclusions, CHRO Echevarria asked Trustees what are some successful recruitment and retention strategies have you seen or heard about that could be replicated at Bristol Community College? Several questions or thoughts were mentioned by Trustees including:

- a. Formal employee mentoring program
- b. Employee career development emphasis
- c. Develop pay scale trajectory
- d. Explore employee engagement tools such as “Stand-Out” ([link](#)) which is being used at Southcoast Hospitals to “force” dialogue between employees and supervisors
- e. Random employee recognition – “...catching folks doing it right”
- f. Leadership team members visibility and walking around to engage employees more naturally

CHRO Echevarria thanked Trustees for these timely and useful ideas, and concluded the presentation.

7. Massachusetts Inclusive Concurrent Enrollment Initiative Presentation (MAICEI) (presentation)

President Douglas introduced Paul Correia, Director of Developmental Disabilities Services (DDS) Direct Support Certificate Program and the MAICEI Programs, and Ross Hooley, the college’s MAICEI Coordinator, and invited them to conduct a presentation for the Trustees.

Director Correia thanked the Trustees for this opportunity to highlight MAICEI and asked Coordinator Hooley to provide a brief program overview. Coordinator Hooley shared that since 2019 Bristol Community College has partnered with seven surrounding schools and the Department of Developmental Services. The program participant number has doubled since inception in 2019; from 6 students in 2019-2020 to 13 students in 2023-2024.

Coordinator Hooley shared that MAICEI students have enrolled in a wide variety of classes at Bristol:

- College Success Seminar
- Electronic Game Development
- College Writing
- Acting: Voice, Movement and Style
- Guiding Young Children
- Television Production
- Applied Animal Behavior
- Digital Photography
- Hardware Fundamentals
- Visual Arts Colloquium
- Basic Computing Skills
- Introduction to Theatre
- Computer Aided Drafting
- Theatre Colloquium

He shared their enrollment has been instrumental in making college more accessible to these students.

Trustee Motta asked about participation of New Bedford public schools as they seem to be missing from the list presented. Coordinator Hooley said there have been challenges making in roads with NB public school participants but they were continuing to attempt to build that relationship. Trustee Motta shared she sits on a school committee in NB and would be happy to assist with a possible connection.

Coordinator Hooley stated he had a seven-minute video to highlight the program. Based on technical challenges and time constraints, that MAICEI video ([link](#)) will be emailed to the Trustees with copy to Director Correia and Coordinator Hooley.

8. New England Commission of Higher Education Standards (NECHE) (presentation)

President Douglas shared that in preparation for the NECHE site visit this spring, March 24-27, 2024, she and the Leadership Team wanted to prepare Trustees over the course of the next few board meetings. President Douglas stated that each Trustee has has

we will collect notebooks for all at the end of each board meeting leading up to the site visit. At each meeting we will cover related questions and discussion topics that may arise for each of the nine NECHE Standards. Each page will introduce a specific Standard, provide examples of what we hope Trustees see, and then, ultimately ask Trustees what they actually see and cite the evidence to support the claim.

President Douglas stated that today we will take a closer look at Standards 1-3:

Standard One: Mission and Purposes

Standard Two: Planning and Evaluation

Standard Three: Organization and Governance

President Douglas lead the Trustees through a guided discussion of each Standard (1-3) while Chief of Staff, April Lynch, took notes on the evidence discussed for each NECHE Standard.

Some of the evidence, the Trustees noted included:

- President's key goals align with college's mission, vision, values as well as DHE; EX: equity agenda
- Progress of strategic initiatives and key goals reviewed at each board meeting.
- Efforts to ensure Trustees know and understand how college is supporting students, employees, and economic development in the area.
- Knowing how the college's mission align with the Department of Higher Education goals and initiatives.
- The Trustees' committee structure also aligns with this work; EX: creation of risk management committee
- Trustees are involved in both long-term planning and shorter-term college operational decisions
- Many channels for communication – open board meetings; presentations by college community members; monthly news clippings and current events; Bristol Weekly; enrollment reports
- Talking Points and discussion at each meeting
- Policy Review
- Joint meetings with Foundation Board of Directors
- Financial input and transparency – fees, audits, finance committee deeper dive
- Alignment of budget with student needs and the necessary programs

President Douglas thanked the Trustees for their discussion and investment in the NECHE preparation process. She reminded them to leave their NECHE notebooks to be collected and redistributed at the next board meeting on November 6th where Andrew Fisher, Vice President, Academic Affairs/Chief Academic Officer, has been asked to review Standard 4: Academic Program, with the Trustees.

9. Old Business

Chair Medeiros shared the calendar for upcoming priority and optional events for Trustees was available. She noted a few minor corrections or updates, and told the Trustees that Board Liaison, Poudrier-Aaronson would edit and make the calendar available to all.

Chair Medeiros then invited Chief Development Officer, Judi Urquhart, to provide an update regarding the Tableside Dinner event. CDO Urquhart stated this event was a fundraiser for the Culinary Arts Program at the college and invitations would soon be sent exclusively to Board of Trustees and the Foundation Board of Directors to attend the dinner on Friday, November 17, 2023. She then highlighted the amazing menu slated for the event.

10. New Business

Chair Medeiros asked if there was any new business to discuss.

Trustee Morris indicated he had two quick items to share:

- Ms. O'Hara and I are working together to create more transparency with students
- Trustee Morris shared the Student Veteran's Leadership Institute in Washington, D.C is scheduled for the week of October 16-20. He noted some colleges and universities might send 1-2 students; this year seven student

Veterans from Bristol CC will attend this Institute which is indicative of our student Veteran involvement on campus. He noted the college would be well represented in Washington, D.C.

11. Adjournment

Hearing no further business, Chair Medeiros called for a motion to adjourn the meeting. Trustee McGhee made a motion to adjourn. Trustee Clark seconded the motion. The meeting was adjourned at 6:00 p.m.