

**Bristol Community College  
Fall River, Massachusetts**

**Board of Trustees  
Meeting Minutes**

**January 30, 2023**

I. Call to Order

The four hundredth regular meeting of the Bristol Community College Board of Trustees was held on Monday, January 30, 2023, in person in the Ryckebusch Faculty Staff Lounge in the Commonwealth College Center Building on the Fall River Campus at 777 Elsbree Street, Fall River, Massachusetts. The meeting was called to order at 4:03 p.m.

Trustees present: Joan Medeiros, Chair; Frank Baptista; Renee Clark; Joseph Ferreira; Pamela Gauvin, Esq.; Samuel Horton; Jeffrey Karam, Vice Chair; James Mathes; Todd McGhee; and Lynn Motta.

Trustees absent: Valentina Videva Dufresne, Secretary.

II.

Chair Medeiros welcomed all to the meeting. She informed the Board that Trustee Steven a valuable member of the Board. She welcomed Joseph C. Ferreira, Esq. as the newest member of the Board of Trustees. Trustee Ferreira is well known in both Somerset and

Council. Trustee Ferreira said he was happy to join the Board.

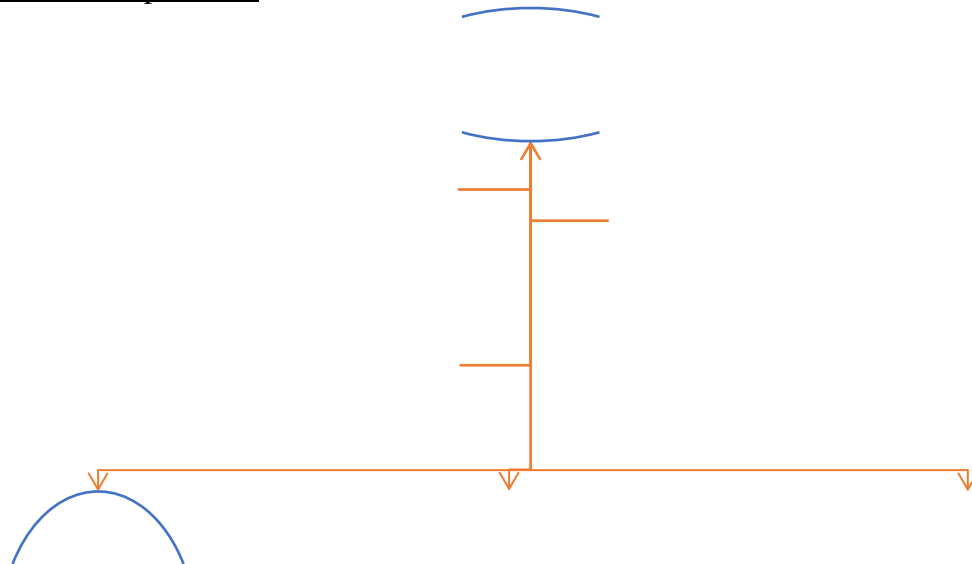
Chair Medeiros introduced Kathleen Wordell, Recording Secretary and Liaison to the Board of Trustees. Ms. Wordell announced to the Board that she would be retiring from Office in May after serving 10 years at Bristol Community College. She said it has been both a pleasure and an honor to have worked so closely with such a wonderful group of people as the Board. Her position has been posted and a replacement should be hired in April. The Board wished her well.

III. Early College and Dual Enrollment Presentation

President Douglas introduced Academic Coordinators Michele Almeida and Nikita Viera to provide a presentation to the Board on Early College and Dual Enrollment. The following are the highlights of their presentation.

What is College Access?

College Access Department



What is Early College?

Early College

Michele Almeida, MA, MPA

Guiding Principles of Early College Programs:

- Equitable Access
- Academic Pathways
- Robust Student Support
- Connections to Career
- High-Quality & Deep Partnerships

Met through:

- Pro-active Advising
- Peer Mentor Program Development
- Collaborative Student Support Structures

Current Designations:

- Durfee High School (Business Admin & Health Sciences)
- Argosy Collegiate (Liberal Arts)
- New Bedford High School (Business Administration, Health Sciences, Computer Information Systems)

On the Horizon

- Taunton and Attleboro

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President Douglas said that Jennifer Menard, Vice President for Economic and Business Development, and Christine Hammond, Interim Vice President for Academic Affairs, would present the Trustee Talking Points.

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involves the protection of assets and data and the building of a very strong network, with lots of dedication and patience.

Trustee Baptista asked what concerns from users have they heard. Ms. Pelletier said disruption was the main one and the registering and accessing of systems. This attack and subsequent recovery occurred during the holiday time affecting public facing systems such as telephones, webpage, etc. Trustee Karam asked if the IT department has identified how it happened. Ms. Pelletier said that the timeline is still being built. They must rebuild the firewall from the ground up and develop workarounds for students who do not have smart phones. They are doing this all in conjunction with Dell.

Chair Medeiros thanked Ms. Pelletier for her update. President Douglas added that during the first weeks of the cyberattack there was no email, we had to utilize the website only as a source of information for students and employees. We delayed the Spring Semester for one week to get Banner up and running and utilized our SLATE software to admit students. We did most services manually for enrollment. This took the coordinated efforts of all departments on campus.

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-2023 Key Goals

President Douglas reviewed the following updates to her goals with the Board.

Strategy 1: Objective 4 - The Course Dog contract has been signed. In preparation for software implementation, Academic Affairs has begun an analysis of current curriceeETQdi-

Trustee Motta asked what the reason was for Bristol being denied early college designations in Taunton and Attleboro. President Douglas said that the college has consistently received early college designation and last year received two. This gives funding to those colleges that have not received designations previously.

President Douglas concluded her report.

## VI. Financial Update

Vice President Kenyon gave the following report to the Board. The following are some of the highlights of his report.

Administration and Finance is getting services back up and running following the cyberattack.

Payroll has been a high priority we were able to process payroll through the incident.

Banking and investments were separate systems, so there was no impact.

It is harder every year to keep up with the costs of cybersecurity insurance, but we have.

From day one, the insurance company assigned us with an attorney to assist us.

We also worked with numerous state and federal agencies.

February 23 the tuition payments are now due we had to delay the date.

It is too early to determine if and how enrollment was affected.

Fiscal currently still does not have full access to all files, but we are working on the budget.

All indications from the state are that appropriations should increase in FY24.

Trustee Horton said he will have more to report out to the Board at the February meeting. He concluded his report.

VIII. Old Business

Program Enrollments

President Douglas reviewed the three handouts with the Board:

1. Fall 2022 Enrollment by Program
2. Academic Year Enrollment Report
3. Academic Planning Framework

She said the first handout lists all the programs according to student headcount from highest to lowest. The second handout is a detailed breakdown of information for the three sample degree programs for Business Administration, Office Administration and Culinary. It is very complicated as it is the first foray into data breakdown. The third handout shows the academic planning framework and how all areas inter-relate.

Board Assessment Survey

Chair Medeiros asked the Board to complete the Board Assessment Survey on their own and forward them to Ms. Wordell no later than February 14. The results will be tallied and then reviewed at the February 27 Board of Trustees Meeting.

X. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 5:40 p.m.

Respectfully submitted,

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Kathleen Wordell, Recording Secretary

2/27/23  
Date Approved

KAW  
Initials