

**Bristol Community College  
Fall River, Massachusetts**



supports long-term unemployed, under-employed and new entrant adult workers who wish to enter/reenter the workforce.) Bristol has recently received this grant





Board of Trustees – Minutes

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November 7, 2022

Top Occupations

Chief Executives 450

Registered Nurses 422







General

Animal Trainers \$40,000

Interpreters and Translators \$52,000

Business Logistics

Associate Degree

Inventory Analysts \$55,000

Buyer or Purchasing Agent \$62,000

Production, Planning, and Expediting Clerk \$45,000

Bachelor's Degree

Logistician \$76,270

Transportation Planner \$87,260

Supply Chain Manager \$96,390

General Skill Sets/Competencies

Communication

Stress Management

Problem Solving

Specialized Skill Sets/Competencies

Information Technology and Automation

Market Dynamics

Numerical and Analytical Skills

Best Practices Knowledge

Marketing Career

Associate Degree

Marketing Assistant \$30,000

Marketing Coordinator \$45,000

Bachelor's Degree

Media Buyer \$55,000

Product Manager \$70,000

Brand Manager \$85,000

General Skill Sets/Competencies

Data Analytics

Data Visualization

Social Media Marketing

Adobe Product Suite

Project Management

2 years – 287 jobs in Bristol County – only 1% of jobs advertised for associate degree or less.

Local retirements are expected to be high.

Racial and gender diversity is low.

Top industries in region: Medical, Construction and Manufacturing.

When looking at skill sets across multiple business, banking, medical and administrative jobs, project management was a top skill set identified in many areas.



- Career services
- Affordability
- Grants
- Employer partnerships
- Title IV (federal aid) eligibility standards

Informing Enrollment Strategies

Economic and Business Development

Curriculum and program alignment

Two-way referral system

Product Knowledge

Marketing & Recruitment

Academic, Career & Transfer Advising

Institutional Planning Cycle

External: Financial Aid, NECHE, Dept of Higher Education

Internal: Catalog, SIS, Admissions application

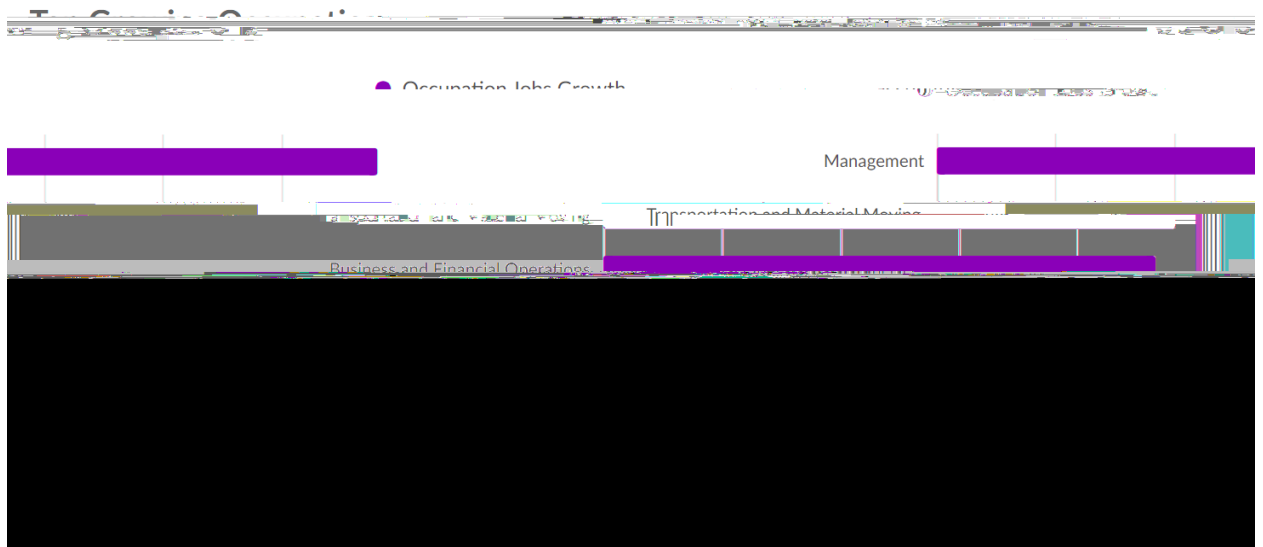
Campus-Specific Plans

Community and industry partners

Jobs and internships

Programs that meet regional needs

Spotlight: Attleboro Campus



There was discussion about emerging trends. Trustee Videva Dufresne said it is great to see the data and to think in context of execution. Ms. Lynch said we are choosing some of the biggest program areas of growth prioritizing Business and Early Childhood to start at first. It takes 12 – 18 months to build out. Trustee Motta asked if Business is our largest area, as Nursing appears to be the greatest area need. Trustees asked what focus on business have we had and are we creating careers that will lead to jobs in the supply chain. Ms. Lynch said that supply chain issues are not going away. Supply Chain Management is an up-and-coming field. Business and management are some of the college's biggest areas, so they are starting with this. Trustee Motta said we need to be





X. Report of the Risk Management Committee

Trustee Pamela Gauvin, Chair of the Risk Management Committee, gave her report to the Board of the Committee meeting of October 4, 2022. The following are the highlights of her report.

Enterprise Risk Management is only a few years old at Bristol and still developing policies and procedures surrounding this effort. In this brief time, the college has standardized a policy format and process and have approved 232 policies. About a dozen of them are board approved policies.

There is a great deal of work that needs to be done at the college in this area and this committee will provide the necessary governance and oversight.

The college's Risk/Compliance Officer provided the committee with an overview on ERM including the Board committee's purpose and regulatory requirements. Part of the committee's role is reviewing and approving the Risk Appetite Statement, Advisory Charter, Risk Management Policy and Risk Acceptance Policy.

The college leadership is now tasked with identifying risk, especially high risks. Those risks need to be assessed with the goal of maintaining a strong internal control environment. The Committee will be working with the President and college leadership to review those risks and assess what has been addressed and what is outstanding.

Grant management is another area that will be a priority. We will meet with the President and college leadership to track grants. At those meetings we will identify tracking procedures and make sure spending plans are met.

For enrollment, our role will be to oversee the enrollment plan and the efforts being made to manage enrollment and the implications it has on the budget.

Information Technology is another area identified as high risk. Our role is to identify high risk areas and be sure the proper policies and procedures are in place to minimize risk to the extent possible.

Adjunct faculty is the last area identified at this time. A great deal has been done and much more needs to be done to be sure our hiring of adjuncts is in accordance with the contract. This includes seniority and pay rates and practices that may exist that do not need to and implement best practices where appropriate.

Lastly, the role of the committee is to review any Board level policies before they are brought to the Board for approval.

The next meeting of the committee will be in December or January.

Trustee Gauvin concluded her report.

XI. Old Business

There was no Old Business to come before the Board.

XII. New Business

Policy Review

Chair Medeiros asked if the Trustees had any questions regarding the four policies presented. There were no questions. Chair Medeiros requested a motion to approve all four policies presented. A motion was made by Trustee Karam to approve the following four policies:

- College Insurance Policy
- Debt Policy
- Investment Policy
- New Employee Relocation Policy

This was seconded by Trustee Motta. The motion was approved.

XIII. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 5:56 p.m.

Respectfully submitted,

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Valentina Videva Dufresne, Secretary

\_12/12/22\_  
Date Approved

\_KAW\_  
Initials