

**Bristol Community College
Fall River, Massachusetts**

**Board of Trustees
Meeting Minutes**

February 22, 2021

I. Call to Order

The three hundred and eighty-third regular meeting of the Bristol Community College Board of Trustees was held on Monday, February 22, 2021. Due to the ongoing COVID-19 pandemic, the meeting was conducted remotely via ZOOM. The meeting was called to order at 4:06 p.m.

Trustees present: Joan Medeiros, Chair; Frank Baptista; Samir Bhattacharyya; Renee Clark; Pamela Gauvin, Esq.; Jeffrey Karam; Lynn Malasi; Diane Silvia; and Steven Torres, Esq., Vice Chair.

Trustees absent: Valentina Videva Dufresne and Alexis Viveiros-Branco.

Kathleen Wordell, Recording Secretary, announced that since all members of the Board of Trustees would be participating remotely at the Board meeting, all votes taken would be by Roll Call Vote. She reminded all present that the meeting would be conducted in Open Session with public access and included members of the Leadership Team and others present who may be called upon for additional information. Also in attendance were members of the general public, who would remain silent during the meeting.

Ms. Wordell stated she would take attendance by Roll Call and then hand the meeting over to Chair Joan Medeiros. In attendance at the meeting were:

Frank Baptista Yes
Samir Bhattacharyya Yes
Renee Clark - Yes
Valentina Videva Dufresne - Absent
Pamela Gauvin - Yes
Jeffrey Karam - Yes
Lynn Malasi - Yes
Diane Silvia Yes
Steven Torres (Vice Chair) Yes
Alexis Viveiros-Branco (Student Trustee) Absent
Joan Medeiros (Chair) Yes

II.

Chair Medeiros welcomed all to the meeting.

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 for January 11, 2021

Report of Personnel Actions February 2021

Report of Workforce Contracts February 2021

A motion was made by Trustee Malasi to approve the consent agenda items and seconded by Trustee Bhrymade by

households, providing individual stability to continue childcare. This is a new mentoring model started this semester; 20 students have applied so far.

Black History Month at Bristol Community College

Dean Rezendes said that for Black History Month, Bristol Community College is offering many different events for the college community including a read and reflection o
on our website.

New TRAIN grant

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Site/ Program	Enrollment Jan 2021	Enrollment Jan 2020	Percentage Change
Fall River	110	137	-20%
Taunton	145	180	-19%

Trustee Torres asked if the Taunton area numbers were related to the school system not retaining students through high school graduation. President Douglas said she can have V.P. Jennifer Menard look at the numbers according to zip code as the numbers were all online. Dean Rezendes said the 145 total enrollment number for Taunton is a combination of ESOL and HSE where at least two thirds of the 145 is ESOL. Trustee Clark said that she has recently read about enrollment numbers going up and wondered if President Douglas has heard anything similar. President Douglas said that for Fall 2020, a number of high school seniors took this off as a gap year; they may come back in Fall 2021. However, high school seniors are not stepping up for college in fall. This was noted from a downturn in the completion of FAFSA forms. Fall 2021 is still uncertain. The focus is more on retention.

Approved Key Goals 2020-2021

President Douglas gave an update to the Board on her Approved Key Goals for 2020-2021.

Strategy #1: Academic Innovation

Objective 3: Ensure student exposure to High Impact Practices (HIPs) in all certificate and degree programs.

Strategy #2: Equity and Student Success

Objective 1: Advance an inclusive college culture grounded in equity-mindedness.

Strategy #3: Organizational Excellence

Objective 1: Align the existing culture of the organization with our core values.

Strategy #4: Partnerships

Objective 2: Increase the number of students enrolling at Bristol through non-traditional pathways.

President Douglas concluded her report.

V. Financial Update

Budget Development Process

Vice President Steve Kenyon gave a Financial Update/Building of the Budget presentation to the Board. Below are highlights of his presentation.

FY2022 Fiscal Goals and Objectives:

Fiduciary

- Remain a fiscally strong and valuable organization.

Budgetary

- Ensure internal and external factors are consistent when developing the budget.
- Ensure the budget is focused on our mission, vision and strategic plan.

Partnerships

38 cents = Instruction
13 cents = Instructional Support
4 cents = Depreciation
16 cents = College Support Services
14 cents = Student Services
7 cents = Plant Ops and Maintenance
8 cents = Scholarships

Composite Financial Index:

V.P Kenyon mentioned the Composite Financial Index. There has been increasing discussion at the Department of Higher Education (DHE) level about financial viability. This came about after at least 15 college closures or mergers in Massachusetts in recent years. DHE has hired EY Parthenon to develop Key Performance Indicators for our schools. We already had a host of indicators that were performed by our auditor and submitted to the DHE. This slide is the composite score for the FY20 year. We are school #2.

Discussion Items:

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V.P. Kenyon said

V.P. Kenyon said Bristol is currently the second least expensive institution of the 15 community colleges. As long as we stay high performing in the academic and student service areas, he said we have the right balance of fees and budget. The college's goal for years, and certainly under President Douglas, has been to remain in the bottom third of cost while providing quality programs to students.

Historical Community College Enrollment Report:

V.P. Kenyon said while Bristol is doing much better than most of the 15 schools, we have certainly seen our enrollment decline. The peak was in 2014. We know FY21 is still declining and we are budgeting FY22 to be another year of decline possibly a -8% decline in enrollment.

V.P. Kenyon said the Foundation has also made significant contributions to the college over the years. The college has requested \$1 million from the Foundation for FY22.

Trustee Gauvin asked about predictions on the budget when the CARES Act funding is gone. V.P. Kenyon said that is part of the reason of the slight fee increase; we need to think of FY23. Yes, if there is a surplus of FY21, then the Board might be okay for the college to operate at a loss in FY23. CARES funds must be spent by January 16, 2022 the midpoint of FY22. We do not expect any federal support for FY23. That is why we are trying to plan FY23 so that there is no need to do anything drastic. President Douglas said as V.P. Kenyon mentioned, we did a second round of Early Retirement Incentive Program (ERIP) and Voluntary Separation Incentive Program (VSIP). Some of those positions do not need to be filled, so we have a cushion. However, some positions do, but at a lower salary range a balance between full-time faculty and adjunct faculty. Some cushions help us plan for changes in enrollment.

VI. Report of the Awards Committee

Trustee Diane Silvia, Chair of the Awards Committee, gave a report to the Board regarding the Awards Committee meeting of January 11, 2021.

Dr. J. Thomas Grady, Professor of English

Dr. Rosario Basay, Professor of Economics

Ms. Wordell conducted a Roll Call Vote:

Frank Baptista Yes

Samir Bhattacharyya Yes

Renee Clark - Yes

Valentina Videva Dufresne - Absent

Pamela Gauvin - Yes

Jeffrey Karam - Yes

Lynn Malasi - Yes

Diane Silvia Yes

Steven Torres (Vice Chair) Yes

Alexis Viveiros-Branco (Student Trustee) Absent

Joan Medeiros (Chair) Yes

The motion was approved.

IX. Old Business

Affirmative Action, Equal Opportunity and Diversity Policy

Chair Medeiros welcomed Kathleen Martin, Risk Management Officer, and Gia Sanchez, Diversity and Title IX Officer, to the meeting to present an update on the Affirmative Action, Equal Opportunity and Diversity Policy. Ms. Martin said that Ms. Sanchez would give a detailed review of the policy. Below are some of the highlights of the presentation:

The Commonwealth of Massachusetts' Community Colleges' Policy on

Approved for implementation by the Commonwealth of Massachusetts board of education on September 30, 2020. The policy was retroactive to August 14, 2020.

online
classroom training for policies for college employees. All employees, including new hires, are given this policy to review and must confirm receipt of the policy.

Oversight

Maintain and promote a policy of non-discrimination on the basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic

Title IX prohibits discrimination against employees and students based on sex in educational programs receiving federal funds.

Ms. Sanchez will be conducting a training on this for all Bristol Trustees at the June Board Meeting and every two years thereafter.

PAA Complaint Processes

- PAA Complaints Other Than Title IX
 - Investigation
 - Preliminary Findings
 - Rebuttals
 - Report of Final Findings and Recommendations
 - Adopts, rejects or modifies
 - Appeal
 - President or the Chair of the Board of Trustees
 - Adopts, rejects or modifies
- Title IX Complaints
 - Investigation
 - Report
 - Advisors appointed
 - Hearing
 - Written determination
 - Appeal
 - Written determination

Ms. Sanchez said that there are new regulations and major changes in the law and the PAA such as new roles for training; new confidential reporting resources posted online; different standards for removal of individuals that undertakes an individualized safety and risk analysis, and is a very legalistic process.

Responsible Employees

Allegations involving sex discrimination, sexual harassment, sexual violence, stalking, domestic and dating violence, shall be reported by all

as the employee becomes aware of it.

A Responsible Employee includes any College employee: who has the authority to take action to redress these offenses; who has been given the duty of reporting to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty.

Responsible Employees shall include, but are not be limited to, College trustees, administrators, department chairs, program coordinators, campus police, club/activity advisors, coaches, managers or supervisors.

Ms. Sanchez said that Responsible Employees as outlined previously are to report any issue to Ms. Sanchez or if she is not available to Gary Convertino, Executive Director of HR. ho a student believes is a Responsible Employee is

