

**BRISTOL COMMUNITY COLLEGE  
FALL RIVER MASSACHUSETTS**

**BOARD OF TRUSTEES  
RETREAT MINUTES**

**AUGUST 26, 2020**

**A. CONVENING**

The Bristol Community College Board of Trustees Retreat was held on Wednesday, August 26, 2020. Due to the ongoing COVID-order allowing remote participation, this meeting was conducted remotely via ZOOM. The meeting was called to order at 11:06 a.m.

**B.      RETREAT TOPICS FOR DISCUSSION**

Chair Joan Medeiros welcomed all to the Board of Trustees Retreat. She then reviewed the topics that would be discussed during the retreat. The three policy items would be

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Standards of Ethical Conduct Policy

Breach Notification Policy

Travel Policy

A motion was made by Trustee Silvia to approve the Standards of Ethical Conduct Policy, the Breach Notification Policy, and the Travel Policy. This was seconded by Trustee Baptista. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista    Yes

Samir Bhattacharyya    Absent

Valentina Videva Dufresne - Yes

Keith Hovan - Yes

Enterprise Risk Management Framework: Establishing Operating Structures

The college establishes operating structures in pursuit of strategy and business objectives.

From a risk perspective, the operating structure is defined in the following documents:

The Risk Management Advisory Committee Charter. The charter explains the mission of the committee and the member roles and responsibilities to support the

Bristol Community College Risk Appetite Statement. This statement applies to the management of existing activities, and the risk evaluation or impact of new activities. It includes pre-defined risk tolerances for the college and thresholds which must be approved by the Board of Trustees.

Ms. Martin reviewed the Risk Management Advisory Committee Charter and the Risk

**Board of Trustees**

Gift Card/Gift Certificate  
Grant Roles and Responsibilities  
Internship  
Instructional Waiver Policy  
Relocation  
Single Sign-on  
Vendor Management  
Written Information Security Policy

(Trustee Steve Torres left the meeting at this time.)

Board of Trustees Policies:

Since 1997, The Board of Trustees has reviewed and approved selected policies. With the implementation of the new policy management system, all existing

Leadership Team will present an organized consistent approach for Board policy approval going forward. The objective is for the Board to review and approve the policies which have the highest risk and or impact to the college, while permitting

result, the list of Board of Trustees policies will be updated as the review and approval criteria is defined and agreed upon.

The Risk Management Advisory Committee will ensure all previously Board approved policies have been reviewed with appropriate actions taken (updated, replaced or removed).

Existing Board of Trustee Policy List:

Alcoholic Beverage Policy (10/14/1997)	Incandescent Bulb Ban (4/7/2008)
Investment Policy (1/29/2007)	Sustainable Building Policy (4/7/2008)
Debt Policy (1/27/2007)	Red Flag Policy (5/9/2008)
Replacement Fee, (1/29/2007)	Bathroom and Gender Policies (11/7/11)
Policy on Free Courses (3/5/2007)	Campus Police Department Firearm Policies and Procedures (12/2/13)
Naming of Facilities (4/2/2007)	Investment Policy Revision (4/7/2014), (11/30/2015), (9/26/2017)
Code Of Conduct Student Loan Programs (8/13/2007)	President Emeritus Policy (8/28/2017)

Anti-Idling Policy (4/7/2008)	Credit Card Policy (10/2/2017)
Energy Star Purchasing Policy (4/7/2008)	Policy on College Awards (8/27/2012)

Ms. Martin then requested