

Bristol Community College
Fall River, Massachusetts

Board of Trustees
Meeting Minutes

October 2, 2017

A. Convening

The three hundred and fifty-third regular meeting of the Bristol Community College Board of Trustees was held on Monday, October 2, 2017, in Room D209 in the Hudnall Administration Building at the BCC Fall River campus located at 777 Eldon Street, Fall River, Massachusetts. Chair Joseph Marshall called the meeting to order at 4:05 p.m.

Trustees present: Joseph Marshall, Chair; Joan Medeiros; Lynn Motta; Kylie Pasternak; Anthony Sciarone; Sandra Saunders; Dr. Patricia Andrade; Dr. Keith Hovan; and Max Volterra, Esq.

Trustees absent: Dr. Patricia Andrade; Keith Hovan; and Max Volterra, Esq.

B. Information from the Chair

Chair Joseph Marshall welcomed all to the meeting.

C. Consideration of Minutes of Meeting of August 28, 2017

Upon a Motion made by Trustee Saunders to accept the Minutes of the August 28, 2017 meeting, as submitted, and seconded by Trustee Silvia, it was

VOTED to accept the Minutes of the August 28, 2017, meeting as submitted.

D. Consideration of Retreat Notes of August 28, 2017

Upon a Motion made by Trustee Sciarone to accept the Retreat Notes of August 28, 2017, as submitted, and seconded by Trustee Saunders, it was

VOTED to accept the Retreat Notes of August 28, 2017, as submitted.

E. President's Report

President Laura Douglas said in an effort of transparency they have been sending out to the college community an *Enrollment Summary Comparison Report* – a comparison chart that provides an overview of the enrollment numbers as compared to one year ago. This has been sent twice a week to the campus community since the end of July. It provides information on credits and headcount (credits = tuition), rate changes, and a way to show enrollment's effect on the budget.

The *In Class Retention and Budget Impact Report* is going out to the college community this Friday. This is national trend data: it shows college community actual numbers. BCC does a little bit better than the national trend.

President Douglas gave an update on the two position searches:

- Executive Director of Human Resources – the Vice President position is now an Executive Director of Human Resources position; last week four finalists were on campus and the college community provided feedback. A decision will be forthcoming.
- Executive Director of Development – there are two finalists who will be coming to campus: one on Friday, October 6 and one on Wednesday, October 11.

President Douglas is very pleased with both searches

The following are Talking Points for the Board of Trustees:

1. In Fall 2017, 5,152 financial aid students at Bristol Community College were awarded and registered. \$7,279,397 in Pell Grant funds and \$3,405,325 in Student Loan funds are showing as pending payments on fall charges to the college.
2. The Bristol Community College Foundation awarded \$185,758 in scholarships and awards to 265 BCC scholars, as well as 108 loans totaling \$27,755.
3. Bristol Community College has actively responded to providing its DACA (Deferred Action for Childhood Arrivals) students with information on DACA renewal, a DACA renewal workshop, and information sessions at each campus for students to better understand their rights.

Trustee Sapienza asked about the Financial Aid numbers. V.P. Kenton said the numbers are lower because of the student number.

Trustee Sapienza noted the Persistence Rate and asked if we need to do more in a struggling environment. V.P. Greg Seihares said that they addressed this issue at a Retention Summit they had on campus for a full day in March where they formulated a retention plan. This focused on redesigning the General Studies curriculum which is the biggest major. The goal is to break it down into seven different metamajors to guide students into those seven areas with proactive advising. Students will be able to identify better career goals. “Day 1” was held on the Wednesday before Labor Day for faculty, advisors and students.

President Douglas said the most important issue is how to determine who is most at risk. V.P. Rhonda Gabovitch is working on this by taking the national data on students most likely to drop out so as to “predict” who needs more academic advising. Predicting student success is the focus. A community college survey of student engagement is done every other year. Students do not often work outside of class with other students; so we

do so through the use of social media. V.P. Joyce Brennan said they are pushing out info and looking to texting and other channels such as Snapchat, to do so.

President Douglas said for enhancing recruitment we are focusing on underrepresented groups. On October 26, we are having Latino Family Night at BCC New Bedford and in March will be Asian Family Night at BCC Fall River. We are also developing a social media ambassador program with Communications.

Trustee Pasternak asked if they will be able to implement the Starfish model. President Douglas explained that Starfish is the early student alert program to provide intervention with a proactive advising model. One of President Douglas' key goals is to help prevent student dropouts through:

- Proactive Advising
- Early Alert
- Predictive Modeling

The Veterans' Center and a critical part of a much-improved proactive net

F. Report of the Finance and Audit Committee

Trustee Joan Medeiros, Chair of the Finance and Audit Committee gave her report to the Board. On September 27, the Committee met with Fidelity Investments and discussed the college's current Investment Policy and where the two existing Fidelity accounts, the conservative and balanced fund, fit within that policy. They also discussed moving from the current 41 percent equity mix to a 60 percent mix of stocks to bonds and two

The two investment portfolios were provided and reviewed by the Committee, the Committee unanimously voted to go with the Fidelity 60-40 equity to bond split fund, closing its current conservative account and transferring those funds into this new account.

Upon a Motion made by Trustee Saunders and seconded by Trustee Silvia, it was

VOTED to accept the Report of the Finance and Audit Committee.

G. Report of the Alumni Trustee

Alumni Trustee Diane Silvia gave her report to the Board.

The Alumni Association at BCC Fall River 2017 Reflections to Anne
Steven Martins were re-elected as Service Committee members. The following were voted in as new officers:

1. Chairman: Carol A. Michael '70

2. First Vice Chairman: Cynthia C. Flanagan '99
3. Second Vice Chairman: Lenny Martin '73
4. Recording Secretary: Donna Oliveira '86

Changes were made to the Steering Committee Guidelines: the Steering Committee shall consist of no more than 25 and no less than 15 members and each shall serve for no more than two three-year terms (6 years); and the Steering Committee shall elect the Officers for a two-year term at the Annual Meeting. The Steering Committee at the next scheduled meeting following the election shall fill any vacancy among the Officers.

On Tuesday, October 3, 2017, President Douglas will have a meet and greet with the Alumni Association in the Grady Dining Room of G Building.

Trustee Silvia, President Douglas, and V.P. Joyce Brennan attended a Graduate Summit in Boston which presented a platform to help reconnect alumni to the college. They found the summit to be very useful – a wealth of information in facilitating community interest in the college.

Upon a Motion made by Trustee Madonia and seconded by Trustee...

VOTED to accept the Report of the Alumni Trustee.

H. Report of the Foundation Relations Committee

Trustee Diane Silvia, Chair of the Foundation Relations Committee, reported to the Board.

The Foundation Board met on September 6, 2017. V.P. Elizabeth McCarthy provided an update on the Capital Campaign and discussed the regional strategy. The total amount of \$10 million will be broken down as follows: Attleboro = \$2 million; New Bedford = \$2 million; and Taunton = \$1 million.

Upcoming Foundation Events include:

- Wednesday, October 4 – Manhattan Short Film Festival at New Bedford Whaling Museum.
- Friday, October 6 and Saturday, October 7 – Manhattan Short Film Festival at BCC Attleboro.
- Friday, October 13 – BCC Gala: \$50 per person. We are looking for raffle donations.

Also, two alumni are making a \$300,000 donation to BCC upon their death and H.M. Booth's estate has listed BCC as a recipient of \$40,000.

Upon a Motion made by Trustee Saunders and seconded by Trustee Madonia, it was

VOTED to accept the Report of the Foundation Relations Committee.

I. Report of the Student Trustee

Student Trustee Kylie Pasternak distributed her written report to the Board. The following are some of the highlights:

- September 14: Mobile Food Market – there has been a 15 percent increase in attendance since it was moved to Thursdays (from Fridays).
- September 19: Pizza and Politics – Constitution Edition
- September 25: BCC Student Sara Hincapie was selected as a NASA Community College Aerospace Scholar.
- September 26: Rotary Club of Fall River Luncheon honoring BCC STEM and Women in STEM Clubs for their “Go Green” program.

Miscellaneous News:

- Distributions for the Office of Student Life: Grab and Go Food Pantry Packages – 432; monthly bus passes – 16; 10-ride bus passes – 38.
- BCC’s withdrawal and attendance policies were changed.
- The Office of Student Life purchased three phone charging stations for student use.

Upon a Motion made by Trustee Sapienza and seconded by Trustee Silvia, it was

VOTED to accept the Report of the Student Trustee.

J. Financial Update

Credit Card Policy – V.P. Steve Kenyon requested approval from the Board of Trustees for the newly created Credit Card Policy specific to President Laura Douglas. This is a change to the college policy regarding credit cards. He followed the standards of the Massachusetts Community Colleges.

Upon a Motion made by Trustee Medeiros and seconded by Trustee Sapienza, it was

VOTED unanimously to approve the Credit Card Policy.

K. Report of Personnel Actions

Upon a Motion made by Trustee Silvia and seconded by Trustee Pasternak, it was

VOTED to accept the Report of the Personnel Actions.

L. Report of Workforce and Community Education Contractors

Upon a Motion made by Trustee Saunders and seconded by Trustee Motta, it was

VOTED to accept the Report of Workforce and Community Education Contractors.

M. Old Business

- Continued Action Items from Retreat - Review President's Goals

President Douglas said that at next week's President's Cabinet meeting/retreat they will review the President's Goals which is in a spreadsheet format with comments and progress notes. Chair Marshall requested that the spreadsheet be sent to the Board after the PC retreat.

President Douglas said that all key goals are aligned with the Strategic Plan:

1. **College Participation: Developing and Sustaining Enrollment.** The focus is on underrepresented groups and the need for professional development, social media, and student alert.
2. **College Completion: Encouraging Students' Educational Aspirations.** Data analytics and predictive modeling, market building, and student success by the college.
3. **Student Learning: Providing Robust, High-Quality Education.** NEASC – Steering Committee has been selected: this will be a college-wide assessment.
4. **Workforce Alignment: Transitioning from Classroom to Workplace.** Students become familiar with local business.
5. **Preparing Citizens: Connecting Individual and Community.** No goals at this time.
6. **Eliminating Disparities: Leveling the Playing Field.** Shared Governance; focus groups; structure of each location; reorganizing administrative staff.
Douglas said that #6 will involve implementation of the PACE Survey – how to change the college culture. The survey will help us figure out what we need to do. It was administered in November and the results will be available in the spring.
7. **Institutional Advancement: Positioning the College.** This has to do with building a strong financial resources department as well as retention, increasing full-time faculty, and implementation of Phase II of the capital campaign.

Trustee Pasternak asked if #5 should be moved under #4. President Douglas said that is not one or ner goals; she can look into that but it has more to do with faculty and staff.

Trustee Sanienza said that the Board should look at the report monthly, maybe have an intense Board meeting devoted just to the goals.

Trustee Torres said that perhaps they need an education on the term "Shared Governance." What is the Shared Governance model at BCC? President Douglas said

that if you ask, you will get 100 different definitions of Shared Governance. We will begin to define what Shared Governance and Transparency means and identify what the appropriate levels of Shared Governance are.

N. New Business

President Emeritus – Chair Marshall requested that, according to the President Emeritus Policy, the Board of Trustees grant President Emeritus status to Dr. John J. Sbraga for his outstanding service as college president of Bristol Community College for seventeen years.


Upon a Motion made by Trustee Motta and seconded by Trustee Sapichiza, it was VOTED unanimously to grant President Emeritus status to Dr. John J. Sbraga.

In other New Business, Trustee Torres suggested that the college closely review events that are to be held on campus, in particular events involving outside sponsors/commercial activity, to ensure that violence and violent conduct as well as the objectification and degradation of women are not promoted.

O. Adjournment

There being no further business to come before the Board, Chair Marshall declared the meeting adjourned. The time was 5:10 p.m.

Respectfully submitted,


Kathleen Wordell, Recording Secretary

11/6/17
Date Approved

KTW
Initials