

**Bristol Community College
Fall River, Massachusetts**

**Board of Trustees
Meeting Minutes**

June 2, 2022

I. Call to Order

The three hundred and ninety-fifth regular meeting of the Bristol Community College Board of Trustees was held on Thursday, June 2, 2022, 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 4:12 p.m.

Chair Medeiros also thanked everyone who had participated in this year's Commencement. She said it was great to have a live event again and was a wonderful day!

III. Consideration of Consent Agenda Items

Chair Medeiros asked if any consent agenda items needed to be moved to the regular agenda. T

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It will at all times direct its activities in a positive, constructive manner and commit itself to the betterment of the College.

The Senate will provide a medium for the exchange and coordination of information between members of the staff, administration, faculty, and students.

The Senate shall establish such committees as it deems necessary to carry out its functions.

The Senate may consider all matters placed on its agenda by College and Senate committees, by individual staff members, by Vice Presidents, or by the President of the College.

Assists in the communication of issues and activities affecting staff members; promotes and facilitates staff participation in the college community.

The Staff Senate will work in collaboration with the Faculty & Professional Staff Senate on matters of direct concern to both faculty and staff on an as needed basis.

Encourages a sense of community among all college employees and the college community by focusing on the educational growth of our students by promoting and fostering an environment centered on learning, understanding and diversity.

May 2022 Election Results - Executive Officers

Shannon Savoy – Secretary

Jennifer Sousa – Vice President

Katie Mello - President

May 2022 Election Results - Senate Representatives

Academic Affairs - Luz Perez and Rossis Melendez

~~Attleboro Campus Management~~ Laurie Pieroni

Campus Police - Vasco Cordeiro Jr. and vacancy

Economic and Business Development - Christen Antonio and Kate Ashworth

Facilities - Philicia Pacheco and Maria Pacheco

Fiscal Services - Sue DeCoste and vacancy

New Bedford Campus - Nathan Vaughan and Tinamarie Marshall

Part-time Staff - Heidi Campbell and Rebekah Senay

Student Services and Enrollment Management - Kathleen Foley-Peres and Renata

Microsoft Bookings
One Drive
Dynamic Forms
Public Speaking
Equity Workshop

Where We Are Headed - Most of 2019-2022 Goals Have Been Accomplished

Next set of goals under development and will be finalized at the Staff Senate Retreat over summer 2022.

Create teams of senators for each of our initiatives.

Continue to grow current programs and increase staff involvement.

Continue with Professional Development and expand our offerings.

Expand and increase staff involvement in Bristol's shared governance and service to the college.

Student Mentorship Program.

Softball game to raise money for student scholarships.

Additional Community Service Projects.

Annual review and update Bylaws to include new areas we have added.

President Douglas said that the union and staff presentations given to the Board over the past few months display four great organizations/groups. Union and staff leaders have always been available to talk through common problems and issues. They have been a joy to work with and she looks forward to a great year ahead. Chair Medeiros thanked Ms. Mello for her in-depth presentation.

VI. President's Report

Trustee Talking Points

President Douglas said the following Trustee Talking Points would be discussed:

ACEN Nursing Accreditation

Graduating our first offshore wind students/ACE MV

Rhode Island College MOU signed

V.P. for Academic Affairs Suzanne Buglione said she was happy to say that Bristol's Nursing Department was granted full accreditation by ACEN (Accreditation Commission for Education in Nursing) with one area for improvement in Standard 6 outcomes. To rectify this, a small group of faculty will be analyzing clinical tools and streamlining the paperwork processes. New evaluation tools will begin in the fall. They will take a systemic approach from annual evaluations to monthly check-ins to better track outcomes and continue to look at department committee improvement in all areas. During the pandemic some ENCLAVE scores fell as student had tremendous challenges to overcome; some were daily exposed to COVID. These measures they will put in place will be necessary.

V.P. Buglione said Bristol is offering a certificate in Offshore Wind at Martha's Vineyard. This is an 18-month-old partnership with Adult and Community Education

Objective 4: Full Comprehensive Data Analysis report to be completed by 7/1/22. Will be presented to the Presidents Leadership Team and academic deans as a metric for assessing academic programs. The report will be delivered to College Community as part of our opening day and Professional Development days in March.

Objective 5: Develop and implement an intentional, proactive communication strategy to engage prospective students throughout the enrollment process. (Completed)

Strategy #2 Identify Diversity, Equity and Inclusion

Objective 1: Information to be presented at July Equity Retreat. Objectives and metrics will be embedded into Year Three of the strategic plan.

Objective 5: Final Report will be reviewed this summer by the College Governance Council. Recommendations and next steps will be incorporated into the strategic plan.

Objective 6: Final Report submitted to the Central Governance Council. It will be reviewed this summer and recommendations to be implemented in Fall 2022.

Strategy #3 Organizational Excellence

Objective 1: Completed the new hire checklist and plan; currently adding resource links and information to support the checklist. Will be shared with supervisors beginning April 2022.

Objective 2: Create a user-friendly portal/repository of all data at the college and use the data for operational decisions; create an annual schedule for collection and releasing data; use data to assess asset allocations in relation to strategic priorities. (Completed)

Objective 4: Final Report has been submitted to the Central Governance Committee. Recommendations will be implemented in Fall 2022.

Objective 5: Strategic Planning Retreat took place 5/25/22 with 40 leaders in attendance. Competitive Advantage explored, lifelong learner strategy adopted and student ready college the focus of activities.

Strategy #4 Partnerships

Objective 1: College Success Seminar classes begin 7/5/2022 at New Bedford High School for high school students.

Objective 2: Review existing articulations for gaps and/or strategic opportunities. (Completed) Increase student awareness of transfer opportunities by increasing events and communication about transfer services. (Completed) More broadly engage alumni and advisory boards to increase transfer awareness. (Ongoing)

Objective 3: Plans are complete. Working in conjunction with Economic and Business Development to develop an outreach strategy for each company which is identified by campus location.

President Douglas asked if there were any questions. There were no questions.

VII. Financial Update

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

Fiscal Year 2022 is in its last month.

Optimistic will hit budget regarding enrollment.

Investments – unrealized loss of \$1.5 million; will not have as large a surplus as hoped.

Fidelity has been the college's financial advisors since 2007. They spoke to the Finance/Budget Committee regarding the market and stocks/bonds. They rebalance the portfolio regularly; less international stocks and bonds and more on commodities. Recommended staying put.

Two funds are down 6%; still positive returns. Modest gain in FY22.

VIII. Report of the Nominating and Governance Committee

Committee Chair of the Nominating and Govern8dBF6 169 G[C]-2(om6(Y22.))TJET@.00000912 0 612

Trustee Steve Torres requested a motion to accept the recommendations of the Board's Human Resources Committee to include in the evaluation letter the maximum merit-based salary increase allowable for this year for President Laura Douglas.

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