

**Bristol Community College
Fall River, Massachusetts**

**Board of Trustees
DRAFT Meeting Minutes**

May 11, 2020

I. Call to Order

The three hundred and seventy-sixth regular meeting of the Bristol Community College Board of Trustees was held on Monday, May 11, 2020. Due to the ongoing COVID-19 crisis and Governor Charles Baker's order allowing remote participation, this meeting was conducted remotely via ZOOM. The meeting was called to order at 4:06 p.m.

Trustees present: Joan Medeiros, Chair; Samir Bhattacharyya; Valentina Videva Dufresne; Keith Hovan; Lynn Malasi; Diane Silvia; CJ Souza; and Steven Torres, Esq., Vice Chair.

Trustees absent: Frank Baptista; Jeffrey Karam; and Sandra Saunders, Esq., Secretary.

Kathleen Wordell, Recording Secretary, announced that since all members of the Board of Trustees would be participating remotely at this 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 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 were:

Frank Baptista – Absent
Samir Bhattacharyya - Yes
Valentina Videva Dufresne - Yes
Keith Hovan - Yes
Jeffrey Karam - Absent
Lynn Malasi - Yes
Sandra Saunders (Secretary) - Absent
Diane Silvia – Yes
CJ Souza - Yes
Steven Torres (Vice Chair) – Yes
Joan Medeiros (Chair) - Yes

II. Chair's Remarks

Chair Medeiros welcomed all to the meeting. She said through the COVID-19 situation, she hoped all were doing well and staying safe.

Chair Medeiros said that she received correspondence from the MCCC union and shared it with the entire Board of Trustees on May 5, 2020, regarding recent layoffs at the college. This is being taken under advisement at this time.

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.

- Minutes of Board Meeting of April 16, 2020
- Report of Personnel Actions May 2020
- Report of Workforce and Community Education Contracts May 2020
- Financial Update Report – V.P. Steve Kenyon

A motion was made by Trustee Malasi and seconded by Trustee Bhattacharyya. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Absent
Samir Bhattacharyya - Yes
Valentina Videva Dufresne - Yes
Keith Hovan - Yes
Jeffrey Karam - Absent
Lynn Malasi - Yes
Sandra Saunders (Secretary) - Absent
Diane Silvia – Yes
CJ Souza - Yes
Steven Torres (Vice Chair) – Yes
Joan Medeiros (Chair) - Yes

The motion was approved.

IV. President’s Report

President Douglas introduced Vidyanidhi “Vinnie” Rege, the new Dean of Business and Experiential Education who gave a brief update of himself to the Board.

President Douglas gave a COVID-19 update to the Board of Trustees. The following are some of the highlights of the report:

- There have been no reported cases of infected employees or students at any of our campuses. We have received no contact tracing calls to date. She wanted to thank the college’s Emergency Operations Center for the fine work they have done in helping to keep our employees who are working on campus safe.
- Summer sessions begin on June 1. All summer classes will be offered online. It is possible that some students and faculty will be able to come back to campus to

complete coursework that cannot be done remotely. That will occur when it is deemed safe and certain precautions are in order.

- Remote work for most of our employees continues through June 20. Most of our employees can do their work remotely, and we believe that remote work is the best scenario for these employees and their families as it provides a safe environment and accommodates employees with children.
- We plan to make a decision on the way we will operate this fall in early June. The data already show that students are registering for online classes more than face-to-face. Bringing the college back to pre-pandemic levels will be informed at three different levels: the Governor’s Task Force led by Lt. Governor Karyn Polito, an Education Task Force led by Secretary of Education James Peyser, and at the college level.
- Enrollment will be more important than ever in the year ahead to counter expected cuts in state aid. We are stepping up our efforts to market to two new groups of students. The first group is those who might not have chosen Bristol for their first year of college. These are the students who were seeking a residential college experience, and are rethinking the choice because their family income has changed, they do not want to pay high tuition for what could turn out to be an online experience, or they believe the residential experience will be unsafe. The second group is second-year college students. These students, too, may be reconsidering return to a private or public four-year college because their family income has changed, they do not want to pay high tuition for what could turn out to be an online experience, or they believe the residential experience will be unsafe.
- Our enrollment management team has been working hard to keep all recruitment and enrollment activity ongoing. Last week we rolled out a new feature that will help us better meet the needs of our students – a waitlist function for course registrations. With this feature, students will be able to go on a waiting list if the class they want no longer has seats. This will enable students to equitably gain a seat should a spot open up, and it allows us to know when an additional class section should be added. While we are beginning this function with our first year gateway courses, we will plan to be fully scaled for spring 2021 registration. This function will provide data to help to take the guesswork out of our scheduling processes.
- President Douglas said today was the first day of final exams and she would like to recognize the faculty and staff across the college for helping our students make it to the finish line. They have made extraordinary efforts to serve students through the pandemic. They have been supportive, flexible and caring. They have gone the extra mile, and have made her proud. Their commitment to student success has never wavered and she would like to show her gratitude.

Vice President Steve Kenyon gave a fiscal update concerning COVID-19 to the Board. The following are highlights of his report:

- A full financial update was in the Board’s consent agenda for today's meeting.
- He would like to offer a summary of that report and provide some updated information. As you know, information changes daily and higher education is no exception.
- We anticipate ending the FY20 year with a deficit of about \$400,000 after having balanced the budget as recently as mid-March. This was from increased cost related to the pandemic for both getting through the spring semester and getting ready for the summer. There was cost associated with training and providing students and staff the technology to complete the semester. There is also a significant cost around moving the summer sections online.
- To summarize, the college has been awarded \$4.6 million from the Federal Coronavirus Aid, Relief, Economic Recovery Act (CARES Act). The first \$2.3 million is going directly to our students. Our goal is to get this money into our students' hands quickly and equitably while remaining compliant.
- We have finalized a process to disburse the funds to our students and expect to begin awarding funds next week (week of May 18).
- We are looking into a way to use the CARES Act funding to incentivize students to complete their spring courses - most likely through an additional award late summer after they complete.
- We have also been awarded but not received an additional \$228,000 in CARES Act funding through a third award process.
- The second \$2.3 million, which we have not received, will help offset some of the fiscal damage already incurred and coming our way. We are anticipating a 10% 9C reduction in our state appropriation (\$2.4 million) which when combined with the fringe benefit impact is approximately \$3 million.
- As we get a better handle on what a gradual return to pre-pandemic levels will look like, we are stocking up on PPE and preparing the campus facilities for our employees to return. We are anxiously awaiting arrival of some new cleaning equipment that will help us achieve our goals of keeping our employees and students safe.
- Summer enrollment is down about 1% today with over 15% of our summer revenue unpaid as of this morning.
- Fall enrollment is tracking about 20% down from the previous year although extremely early. We remain optimistic with our 4% decline in our budget but modeling anywhere from a breakeven to a 10% decline. To put in perspective, each 1% of enrollment in the fall is about \$120,000 in revenue.
- One thing is certain is that students are registering for online courses, which is actually up year over year.

Trustee Souza asked what the criteria was for disbursement of CARES Act funds to students. V.P. Kenyon said, with guidance from the Department of Higher Education, they are taking the entire student population for the spring semester and eliminating international students, those not Title IV eligible, or who took 100% of their courses

online. We are then left with approximately 4243 students and will be distributing refunds using the higher of 30% of the spring Pell award, \$25 per credit or a minimum of \$250.

President Douglas gave an update on her Key Goals to the Board. She said we have made progress on our CRM, Customer Relations Management. We have purchased a CRM product, SLATE, with our Title III grant funds. Our staff has begun training with the company so that they can begin work on implementation. In addition, they are exploring the use of a chatbot function that goes with the CRM. The chatbot may be very helpful as we try to assist students in this virtual space that we are presently in.

President Douglas said Strategic Planning has continued. In the Board material was a short PowerPoint regarding the Mission, Vision, Values and Strategies. President Douglas read the draft Mission Statement:

Bristol Community College provides an accessible, innovative and inclusive education that prepares students to navigate and succeed in our ever-changing world.

She then read the draft Vision Statement:

Advancing a vibrant, diverse community through education, learner by learner.

President Douglas read the draft Shared Values of Student Success, Communication, Respect, Inclusion and Innovation and said that during the next several weeks, we will be developing statements that support each of these key values that will help guide our work moving forward.

President Douglas said the draft Strategies are:

- Organizational Excellence
- Equity and Student Success
- Partnerships
- Academic Innovation

Chair Joan Medeiros requested a motion to approve only the draft Mission Statement.

A motion was made by Trustee Silvia and seconded by Trustee Bhattacharyya. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Absent
Samir Bhattacharyya - Yes
Valentina Videva Dufresne - Yes
Keith Hovan - Yes
Jeffrey Karam - Absent
Lynn Malasi - Yes
Sandra Saunders (Secretary) - Absent
Diane Silvia – Yes

CJ Souza - Yes
Steven Torres (Vice Chair) – Yes
Joan Medeiros (Chair) - Yes

The motion was approved.

V. Report of the Facilities Committee

Trustee Steve Torres, Committee Chair of the Facilities Committee, gave his report to the Board regarding the Committee meeting of May 4, 2020.

Taunton – RFP new site

Committee Chair Torres said that the RFP for Taunton should be in the Central Register on 5/6 or 5/13. Once proposals are received, they will be evaluated by the Facilities Committee and a recommendation will be brought forward to the Board. There are several interested developers. For the time being, we are a tenant at will at the Taunton Galleria Mall.

Taunton – Coyle & Cassidy High School

The Committee discussed the potential of the soon to be vacated Coyle & Cassidy High School as an option for the college's Taunton location. They reviewed information presented by management including the assessors' web page. The property is over 100,000 gross square feet. The RFP is seeking about 26,000 square feet. Management has reached out to the Diocesan attorney and Facilities manager with no response to date. The college would consider a lease of a portion of the facility or a collaboration with other schools.

New Bedford – National Offshore Wind Institute

The college, working with the Foundation, submitted a proposal to the city of New Bedford to purchase a 2.7 acre parcel of land in the New Bedford Industrial Park. A three-page summary of the project and parcel was provide to the Committee. The college will know if their bid is accepted in late June. If accepted, only then will they have the opportunity to enter into a purchase and sale agreement. That decision will be brought to the Facilities Committee.

Return to Campus - All Locations:

The President provided an update on what a return to campus would look like. She said it is a very complicated process and will involve a gradual return of employees to the college. There are many different controls that will need to be put in place in multiple areas of the campuses so we can protect our employees and students. Accessibility of a supply of PPE is also a concern. The associated cost of this effort is also being evaluated. We are awaiting guidance about room capacity for offices, classrooms and public areas such as the cafeteria, library and theater.

Naming of Facilities Policy:

Committee Chair Torres said the Committee reviewed the Naming of Facilities Policy. The Committee also discussed and determined that it will be part of the Development Office's procedures to perform due diligence on new donors. The Committee approved the Naming of Facilities Policy as presented and wished to bring this before the full Board.

A motion was made by Trustee Torres to approve the Naming of Facilities Policy as presented and seconded by Trustee Videva Dufresne. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Absent
Samir Bhattacharyya - Yes
Valentina Videva Dufresne - Yes
Keith Hovan - Yes
Jeffrey Karam - Absent
Lynn Malasi - Yes
Sandra Saunders (Secretary) - Absent
Diane Silvia – Yes
CJ Souza - Yes
Steven Torres (Vice Chair) – Yes
Joan Medeiros (Chair) - Yes

The motion was approved.

Naming Request for the Charlton Charitable Trusts:

Committee Chair Torres said the Facilities Committee reviewed and approved the naming of the Sbraga building Clinical Laboratory, room 139, as the Charlton Charitable Trust Clinical Laboratory and wished to bring it before the full Board.

A motion was made by Trustee Torres to approve the naming of the Sbraga building Clinical Laboratory, room 139, as the Charlton Charitable Trust Clinical Laboratory. This was seconded by Trustee Souza. Ms. Wordell conducted a Roll Call Vote:

Frank Baptista – Absent
Samir Bhattacharyya - Yes
Valentina Videva Dufresne - Yes
Keith Hovan - Yes
Jeffrey Karam - Absent
Lynn Malasi - Yes
Sandra Saunders (Secretary) - Absent
Diane Silvia – Yes
CJ Souza - Yes
Steven Torres (Vice Chair) – Yes
Joan Medeiros (Chair) - Yes

The motion was approved.

VI. Report of Student Trustee

Trustee Souza gave his report to the Board. The following are some of the highlights of the report:

- A Commencement Survey was sent out to graduating students today requesting a vote on which type of ceremony students would prefer. Some options were a virtual ceremony or staggered, smaller ceremonies in the fall.
- Summer courses are online.
- Due to the ongoing COVID-19 pandemic, the 2020 Phi Theta Kappa All-Massachusetts Academic Team ceremony originally scheduled for April 8, 2020, at the State House was cancelled. The Massachusetts Association of Community Colleges (MACC) honored community college scholars for their induction to the 2020 Phi Theta Kappa (PTK) All-Massachusetts Academic Team through a virtual “PTK Community College Excellence Week” from Monday, April 27 through Friday, May 1. Bristol’s students that were honored were:

- Hannah Davignon
- Lindsay Dias
- Paul Rhuda

- The college continues to support our students by offering support services and activities such as trivia, chair yoga, social media platforms, and career services and resources.

VII. Old Business

There was no Old Business to come before the Board.

VIII. New Business

There was no New Business to come before the Board.

IX. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 4:50 p.m.

Respectfully submitted,

Kathleen Wordell, Recording Secretary

Date Approved

Initials