

**Bristol Community College
Fall River, Massachusetts**

**Board of Trustees
Meeting Minutes**

April 16, 2020

I. Call to Order

The three hundred and seventy-fifth regular meeting of the Bristol Community College Board of Trustees was held on Thursday, April 16, 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 4:44 p.m.

Trustees present: Joan Medeiros, Chair; Samir Bhattacharyya; Valentina Videva Dufresne; Jeffrey Karam; Sandra Saunders, Esq., Secretary; Diane Silvia; CJ Souza; and Steven Torres, Esq., Vice Chair.

Trustees absent: Frank Baptista; Keith Hovan; and Lynn Malasi.

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. Besides members of the Board of Trustees, there were members of the President's Leadership Team 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 were:

Frank Baptista – Absent
Samir Bhattacharyya - Yes
Valentina Videva Dufresne - Yes
Keith Hovan - Absent
Jeffrey Karam - Yes
Lynn Malasi - Absent
Sandra Saunders (Secretary) - Yes
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 and hoped everyone was doing well during these stressful times.

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 February 24, 2020
- Report of Personnel Actions April 2020
- Report of Workforce and Community Education Contracts April 2020

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

Frank Baptista – Absent
Samir Bhattacharyya - Yes
Valentina Videva Dufresne - Yes
Keith Hovan - Absent
Jeffrey Karam - Yes
Lynn Malasi - Absent
Sandra Saunders (Secretary) - Yes
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 gave a COVID-19 update to the Board of Trustees. The following are some of the highlights of the report:

- We are thankful for our Bristol Community College alumni who are the health care providers and first responders in this pandemic. We have lit up our Fall River Campus in red lights to show our gratitude and support during this trying time.
- All teaching, learning and work is being conducted remotely. There is only a handful of employees on campus at any given time. Most employees coming on our campuses are doing so on a rotating basis.

- Bristol faculty and staff have been doing a wonderful job serving our students under these unique circumstances. We have witnessed some amazing innovation and see faculty helping faculty, and students exhibiting a lot of patience.
- We have relaxed policies on Incompletes and extended the period in which a student has to withdraw, recognizing that some students are struggling with remote learning and others are working on the front lines in health care, grocery stores and facilitating home deliveries of a variety of goods.
- We have some students who will not be able to complete classes due to a mandatory face-to-face, technical requirement. Faculty are planning how and when to best satisfy these requirements.
- Massachusetts community colleges are considering their summer instruction plans and we plan to make a decision shortly about what our summer terms will look like. We are also uncertain about what the fall term will look like. We are awaiting more information before a decision is made.
- There are no models available to help us predict our enrollment for summer and fall. Typically, in times of an economic downturn, community college enrollment surges because families cannot afford private college or four-year public college tuition. In addition, students who are out of work have time and can often access financial aid to pay for classes. At the same time, if classes are offered remotely, our students may forego college. Traditional college-age students may put off college so that they can start when there is a social, face-to-face, opportunity to learn. Adult students may choose not to come to college because they may not be comfortable with technology. We are planning for all scenarios.

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

FY20 Budget Impact of Covid-19:

- Costs associated with the pandemic include cleaning and PPE supplies, cost to transition to remote work and remote teaching, estimated revenue impact on spring semester including tuition, rental income, commissions, and workforce training for a total estimate of \$800,000.
- We do have an earnings code in payroll for employees to use for time not working but getting compensated. This is for employees whose work cannot be done completely remotely. That cost is trending about \$52,000 per week.
- There are about 50 sections from programs that are taught face-to-face and could not be completed this semester. We will have to pay to complete those courses but not charge students. We have not been able to estimate these costs yet.
- We are scheduled to receive \$4.6 million from the Coronavirus Aid, Relief, and Economic Security (CARES) Act.
- \$2.3 million is scheduled to be received this week into our Financial Aid office which is to go directly to students. Methodologies for distribution are being determined with the goal of having a consistent statewide approach.

- The second half, another \$2.3 million, is less defined in terms of timing and rules of how it can be used by the college. This could be received as early as next week.
- There is a concern based on conversations across the state that our state appropriations may be offset by the Federal money. That could include 9C reversions to this years' appropriation but more likely to reduce our 2021 state appropriation. Too early to know how we will be impacted overall. The House budget that would normally be coming out this month is four to five months behind schedule. The last 9C cut was in 2009 for just over \$900,000.

V. Report of the Finance/Budget Committee

As Trustee Lynn Malasi, Chair of the Finance/Budget Committee, was not present at the Board meeting, Chair Medeiros requested that Vice President Steve Kenyon give the Committee's Report to the Board of the meeting held on February 24, 2020.

V.P. Kenyon said management made a detailed presentation to the Committee explaining the proposed FY2021 operating budget that was sent to the Board in the meeting materials for today's meeting. Obviously, a lot had changed since then, but hopefully the Board could approve a provisional budget for the college today and necessary fee increase.

The Committee reviewed and approved the second quarter trust fund report. They also reviewed the college's investments and revised the reporting going forward to include more information on annualized returns. The Committee approved the President's expenditure report through December 4, 2020. They discussed the significant increase in capital appropriations related to ongoing construction projects on campus and how those appropriations would improve the strength of our balance sheet.

Chair Medeiros requested a motion to approve the FY2021 Operating Budget as presented as a provisional budget with a final budget to be brought before the Board in August 2020.

The motion was made by Trustee Videva Dufresne and seconded by Trustee Torres. Ms. Wordell conducted a Roll Call Vote:

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

The motion was approved.

Trustee Videva Dufresne asked about fall enrollment. V.P. Kenyon said that there could be an 8-10% decline for the fall semester; the college has budgeted for a 4% decline. However, if Bridgewater State University and other four-year institutions are not doing face-to-face classes, Bristol's enrollment could go up.

Chair Medeiros requested a motion to approve an \$8 per credit fee increase effective for the fall 2020 semester as supported in materials presented to the Board.

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

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

COVID-19 Student Impact

- Spring Break was extended by one week.
- Classes were to resume March 30th in remote capacity.
- Limited amount of loaner laptops were available to students in need. There was restricted access to college computer labs; open hours posted online.
- The Student Trustee joined one of the daily Student and Family Engagement team meetings to discuss what we were currently doing to benefit our students throughout this truly unprecedented time.

Student and Family Engagement Resources during COVID 19

- Ongoing resources for Needs-Based Insecurities were being promoted via Bristol website: http://www.bristolcc.edu/media/Covid19_SFE_3_26.pdf These are updated daily with new or changing resources. The resources cover all of Bristol's locations.
- Grab & Go Meals are available in one-stop pick up area in 'A building' with laptops. Any additional meals will be distributed at the April Mobile Market. Determination will be made by Campus Deans if this program can continue in Attleboro, Taunton and New Bedford.
- April Mobile Food Market will go ahead, with very robust operations to limit contact.
- Virtual 'Front Desk' will be available to students via Blackboard Collaborate link. Students can join anytime to connect but the desk will be staffed for certain hours by one of the Student and Family Engagement team as a resource for students.
- Virtual events are being planned via social media platforms. For example, *Let's Tour Tuesday* (virtual tours of cultural spaces), *Trivia Night*, group discussions and others.
- Our Student Senate is still meeting on a weekly basis, now via Teams. Any student is welcome to join this meeting.

Career Services and College Central Network

- College Central Network is the online platform that Career Services uses to connect with students. This robust system will allow students to continue to search and apply for jobs, build resumes, and read articles pertaining to their career goals.
- Students have all been given access to their own account, they just need to activate it. Many students already using the platform and have been connecting with staff for virtual appointments.
- This will continue to be accessible for our Bristol Alumni as well.
- Workshops are being offered to help students prepare for internships, interviews, and more. These will be available on the Bristol CC YouTube channel as a Student and Family Engagement playlist.

Trustee Souza said he would be sending an email to all students this week regarding the current ongoing crisis and his ongoing commitment to assist Bristol's student body. Active student leaders are critical right now.

VII. Request for Approval of Sabbaticals

Vice President Suzanne Buglione said the following two Sabbatical Leave Requests were presented to the Board of Trustees for approval. Both were half-semester, full-paid sabbaticals:

- Farah Habib
- Howard Tinberg

Trustee Videva Dufresne asked what the criteria was for a sabbatical request. V.P. Buglione said faculty who have tenure are eligible for sabbaticals with six years in between sabbaticals. The faculty member presents a research proposal to the committee who review and rank applications. If awarded, the faculty member needs to work for two years at the college upon return.

Chair Medeiros requested a motion to approve the two Sabbatical Leave Requests. The motion was made by Trustee Videva Dufresne and seconded by Trustee Bhattacharyya. Ms. Wordell conducted a Roll Call Vote:

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

The motion was approved.

VIII. Old Business

Chair Medeiros requested a motion to support the Cherish Act as requested by Dr. Colleen Avedikian at the February 24, 2020, Board of Trustees Meeting.

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

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

The motion was approved.

IX. New Business

Endowment Incentive Program – V.P. Kenyon said as mentioned previously, a possible threat of 9C cuts may be imminent affecting our endowments. Therefore, material was provided previously for the Board’s review that requires votes at today’s Board meeting – one to approve the Foundation Procedures for Implementing the Public Higher Education Endowment Incentive Program, and one to approve Named Endowments. The endowments total approximately \$167,000.

Procedures Motion –

Chair Medeiros requested a motion that the Board of Trustees for Bristol Community College hereby approves the procedures developed by its Foundation to administer the Program pursuant to Mass. General Laws, Chapter 15A, Section 15E, and Chapter 142 of the Acts of 2019 and the Board of Higher Education’s Endowment Incentive Program Guidelines.

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

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

The motion was approved.

Named Endowments Motion –

Pursuant to the Bristol Community College Foundation’s Gift Policies Statement, the Foundation hereby requests the Board of Trustees to approve the naming of the following endowments:

- Reverend Jose A.F Dos Santos
- Hildreth Stewart Charitable Foundation
- The Sally Gabb Vision Scholarship Fund

The Helen Grace Carroll Scholarship
The MacLean Endowment Fund

Chair Medeiros requested a motion that the Board of Trustees for Bristol Community College hereby approve the naming of the endowments presented by the Foundation as listed.

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

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

The motion was approved.

X. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 5:21 p.m.

Respectfully submitted,

Sandra Saunders, Esq.

Sandra Saunders, Esq., Secretary

__5/11/2020_
Date Approved

__KAW
Initials