

Bristol Community College Board of Trustees

Meeting Minutes
Monday, June 3, 2024

1. Call to Order

The four hundred and fourteenth regular meeting of the Bristol Community College Board of Trustees was held on Monday, June 3, 2024, in person at the Taunton Center at 2 Hamilton Street, Taunton, MA. The meeting was called to order at 4:05 p.m.

Trustees Present: Joan Medeiros, Chair; Jeffrey Karam, Vice Chair; Valentina Videva Dufresne, Secretary; Frank Baptista; Joe Ferreira; Pamela Gauvin; Silvia Jones; Todd McGhee; and Lynn Motta.

Trustees Absent: Renee Clark.

Others present: Laura Douglas, President; Kelly Landry, Recording Secretary; Joyce Brennan; Emmanuel Echevarria; Andrew Fisher; Steve Kenyon; April Lynch; Kate O'Hara; Jo-Ann Pelletier; Judi Urquhart; Michael Geary; Melanie Johnson; David Ledoux; Bob Rezendes; and Dan Feldman, Anthology's Regional Sales Manager

2. Chair's Remarks

Chair Medeiros shared news of Jim Mathes' resignation from the Board as the Alumni Trustee. We will coordinate with the college's Alumni Affairs for nominees.

The college is awaiting word from the Public Education Nomination Council (PENC) and the Department of Higher Education on our trustee appointment/reappointment.

Additional remarks include:

- Commencement was a success.
- Bristol has retained the services of Isaacson, Miller to lead the executive search for the college's next President.

- The Senate budget was released, and Bristol was the only institution awarded \$300K greater than the House budget. This is the 4th consecutive year the college has received an increase over the House budget.
- The Conference Committee is being formed now, and the current estimate of when the budget will be finalized is in late July/August. This means we will be one or two months into the new Fiscal year before we know our state appropriation and the number of state grants received. This is particularly challenging with MassEducate as one of the pending items.
- Bristol received the FY24 MassReconnect \$988,125 reimbursement payment on Friday, reflecting balances owed and funding for summer. Summer classes started today, June 3 and enrollment remains strong. In comparison to last year's figures, we are averaging 45% higher in credits.
- We are paying DCE faculty raises on June 7 which includes a 4% retro to last September and another 4% retro effective this past January.

President Douglas concluded the President's Report by thanking the Trustees for their time and then turned the meeting back to Chair Medeiros.

Chair Medeiros thanked President Douglas and the entire Bristol leadership for this information and detail and then invited Trustee Frank Baptista to provide the Nominating & Governance Committee report.

7. Report of the Nominating & Governance Committee – Trustee Frank Baptista

Trustee Baptista provided the following highlights:

- The Nominating and Governance Committee convened on May 6, 2024.
- It was noted that guidelines approved by the Board in 2009 recommend a one-year term for officers with three consecutive terms to be served with no specified progression. These are not part of the Board's Bylaws but serve as guidelines only.
- Election of Officers: Motion requested to accept the nominations of Trustee Jeff Karam for Vice Chair and Trustee Lynn Motta for Secretary.

Trustee Baptista concluded his report and asked if there were any questions. Hearing none, Trustee Baptista called for a motion to approve the election of officers as presented. A motion was made by Trustee Videva Dufresne to approve the election of officers as presented and was seconded by Trustee Gauvin. The motion was approved.

Chair Medeiros thanked Trustee Baptista for the Nomination & Governance Committee Report and invited Trustee Videva Dufresne to provide the Human Resources Committee Report.

8. Report of the Human Resources Committee – Trustee Valentina Videva Dufresne

Trustee Videva Dufresne provided the following highlights:

9. Student Trustee Report – Trustee Silvia Jones

Trustee Jones provided the following highlights:

- Basic food pantry needs such as food storage options, shelving, and equipment are being purchased with grant funds.
- Talos Farris has accepted the role of Director of Veterans Services for the City of Fall River and will serve as an important partner in the community and veteran space.
- Working on a journey map template for veteran students to provide a more visual approach. Will provide a copy for feedback at the next meeting.
- Exploring funding opportunities to renovate the mental health space at Bristol Fall River's campus to extend an inviting space.
- Researching affordable and approved vendors for e-diploma options.
- Think about class ring offerings for the next graduation class.

10. Old Business

- Board of Trustees' meeting dates for Academic Year 2024 – 2025
 - Meeting dates for 2024-2025 will be added as an Outlook calendar request.
- August 21, 2024 (HOLD 8:00 am – 4:00 pm) – Annual Board Retreat (NOWI)
 - Trustees are encouraged to attend the 2024 annual kick-off retreat

Chair Medeiros invited any items for new business to be brought before the Board in addition to the policy review item.

11. New Business

- x Policy for Review and Approval
 - Written Information Security Program (WISP)

Chair Medeiros invited Chief Information and Data Officer, Jo-Ann Pelletier, to provide a policy review of the Written Information Security Program (WISP). She will walk us through this important policy; a copy of this policy is located in your Trustee Materials folder.

At the conclusion of CIDO Pelletier's presentation, Chair Medeiros thanked her for providing the policy review and sought a motion to approve the WISP Policy as presented.

Hearing no further discussion or questions, Chair Medeiros called for a motion to approve the WISP Policy as presented. A motion was made by Trustee Motta and was seconded by Trustee Baptista. The motion was approved.

Once again, Chair Medeiros invited any final items for board consideration.

12. Adjournment

Hearing none, Chair Medeiros thanked Dean Rezendes and his team for hosting the meeting and then asked for a motion to adjourn this meeting.

Trustee Gauvin made a motion to adjourn, and Trustee Motta seconded that motion. The motion was approved.

Chair Medeiros adjourned the Board of Trustees Meeting at 5:55 p.m.