

Bristol Community College  
Fall River, Massachusetts

Board of Trustees  
Special Meeting Minutes

December 15, 2016

A. Convening

The Bristol Community College Board of Trustees met in a special meeting on Thursday, December 15, 2016, in the Atrium of the Commonwealth College Center Building on our Fall River Campus at 777 Elsbree Street. Chair Joseph Marshall called the meeting to order at 4:04 p.m.

Trustees present: Joseph Marshall, Chair; Dr. Patricia Andrade; Kenneth H. Samuel; Lema; Joan Medeiros; Cynthia Rose; Anthony Sapienza; Sandra Saunders, Esq.; Diane Silvia; Vice Chair: Steven Torres, Esq.; and Max Volterra, Esq., Secretary.

Trustees absent: None.

B. Information from the Chair

Chair Marshall provided a summary of the entire Presidential Search Process to date. (See attached summary.) Chair Marshall also thanked the Presidential Search Committee for their outstanding performance and participation in the Presidential Search Process.

C. Board Deliberation

Chair Marshall said each Board member will be given an opportunity to identify and discuss his or her top candidate or candidates for the position of President of Bristol Community College. No vote will be taken at this time. Trustees will be called upon in alphabetical order with the Chair being called upon last. In alphabetical order, each Board member was called upon to identify and speak on behalf of his or her top candidate or candidates for the position.

All Trustees unanimously selected Dr. Laura Douglas as their first choice for top choice.

At the conclusion of the deliberation period, the Chair asked for further deliberation and discussion. There was no further discussion.

D. End Deliberation and Voting Process

Chair Marshall called for a motion to end the Board's deliberation and proceed with a vote to select its final candidate for appointment as President of Bristol Community College.

Trustee Anthony Sapienza requested the motion that the Board of Trustees end its deliberations and record such as to a candidate for appointment as President of Bristol Community College. This was seconded by Trustee Cynthia Rose. Chair Marshall then called for a recorded roll call vote.

Patricia L. Andrade, M.D. – Yes  
Mr. Keith Hovan – Yes  
Mr. Samuel Lema – Yes  
Ms. Joan M. Medeiros - Yes  
Ms. Cynthia A. Rose '70 – Yes  
Mr. Anthony R. Sapienza – Yes  
Sandra Saunders, Esq. – Yes  
Ms. Diane L. Silvia (Vice Chair) '86 – Yes  
Steven Torres, Esq. - Yes  
Max Volterra, Esq. (Secretary) – Yes  
Mr. Joseph A. Marshall, FRC (Chair) '78 – Yes

Chair Marshall said the motion was unanimously approved.

E. Vote to Select the Board's Appointment as President

Chair Marshall then called for a motion for the actual vote to select the final candidate for appointment as President.

Trustee Steven Torres requested a motion that the Board of Trustees vote to select Dr. Laura Douglas as its final candidate for appointment as President of Bristol Community College. This was seconded by Trustee Sapienza.

Chair Marshall then called for a recorded roll call vote.

Patricia L. Andrade, M.D. – Yes  
Mr. Keith Hovan – Yes  
Mr. Samuel Lema – Yes  
Ms. Joan M. Medeiros – Yes  
Ms. Cynthia A. Rose '70 – Yes  
Mr. Anthony R. Sapienza – Yes  
Sandra Saunders, Esq. – Yes  
Ms. Diane L. Silvia (Vice Chair) '86 – Yes  
Steven Torres, Esq. – Yes  
Max Volterra, Esq. (Secretary) – Yes  
Mr. Joseph A. Marshall, FRC (Chair) '78 – Yes

Chair Marshall said the motion was unanimously approved. Chair Marshall announced that the Board of Trustees selected Dr. Laura Douglas as their recommended candidate for President of Bristol Community College.

Chair Marshall called for a motion to unanimously recommend Dr. Laura Douglas.

Trustee Diane Silvia requested a motion that the Board of Trustees unanimously recommend to the Board of Higher Education the appointment of Dr. Laura Douglas as the next President of Bristol Community College and that the Board of Trustees authorize its Chairperson to negotiate with Dr. Laura Douglas over the specific terms and conditions of her appointment as President. This was seconded by Trustee Max Volterra.

Chair Marshall then called for a recorded roll call vote.

Patricia L. Andrade, M.D. – Yes  
Mr. Keith Hovan – Yes  
Mr. Samuel Lema – Yes  
Ms. Joan M. Medeiros - Yes  
Ms. Cynthia A. Rose '70 – Yes  
Mr. Anthony R. Sapienza – Yes  
Sandra Saunders, Esq. – Yes  
Ms. Diane L. Silvia (Vice Chair) '86 – Yes  
Steven Torres, Esq. - Yes  
Max Volterra, Esq. (Secretary) – Yes  
Mr. Joseph A. Marshall, FRC (Chair) '78 – Yes

Chair Marshall said the motion was unanimously approved.

Chair Marshall said that he would communicate tomorrow with the Commissioner of Higher Education their recommendation to the Board of Higher Education via a letter. The Board of Higher Education will meet on January 17, 2017, to approve Bristol Community College's Board of Trustees' recommendation for appointment of Dr. Laura Douglas as President.

Trustee Torres then requested a motion for a five to ten minute recess before they resume with the Old Business section of the Board meeting. This was seconded by Trustee Volterra and it was

VOTED unanimously to accept the motion for a meeting recess for five minutes.

#### F. Old Business

Upon reconvening of the Board meeting, Chair Marshall said that the Board of Trustees takes their job very seriously and they do listen to the College Community. It is the plan of the Board of Trustees to form a Trustee Attitudinal Action and Policy Review Committee.

Trustee Hovan requested a motion that the Board of Trustees authorize an initiative and independent from any recommendations of the administration, create a taskforce

consisting of current Trustees to be appointed by the Chairman of this Board for the purpose of reviewing the current state of human resources policies/procedures and practices, in particular but not necessarily limited to those related to discrimination and harassment, for the purpose of determining whether or not changes should be considered. It is further recommended that this taskforce have as a member a qualified independent third-party specialist or consulting firm for the purpose of advising this taskforce on matters related to human resources best practices and policies. The purpose of this taskforce should not be to reach any conclusions that will impact any litigation pending but for the purpose of developing remedial measures that shall, if necessary, improve any human resources harassment or discrimination policies and to improve and set guidelines for administration and human resources officials in future application of those rules.

This was seconded by Trustee Volterra and it was

~~VOTED unanimously to accept the motion as submitted.~~

Chair Marshall asked Trustee Steven Torres to chair the newly formed Trustee Affirmative Action and Policy Review Committee and to have both Trustee Anthony Senigaglia and Trustee Joan Medeiros serve as members of the Committee. Trustee

~~BOARD OF TRUSTEES~~  
Board of Trustees Meeting, with additional programs to report at the Month 6, 2017 Board of Trustees Meeting and in April 2017.

G. Adjournment

There being no further business to come before the Board, Chair Marshall declared the meeting adjourned. The time was 5:06 p.m.

Respectfully submitted,

  
MAX VOLTERRA, Esq., Secretary      Date APPROVED 11/30/17      Initials KAW



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Board of Trustees

BRIEF SUMMARY of Presidential Search Process

to the Board of Trustees as of August 1, 2017

- The search was initiated by the Chairman of the Board of Trustees Joseph Marshall using the Massachusetts Board of Higher Education's *Guidelines and Procedures for the Selection, Appointment and Removal of State University and Community College Presidents* dated August 2015.
- The Commissioner of Higher Education, Dr. Charles Santiago, was notified by the Chairman of the Board of Trustees of the intent of the Presidential Search.
- An RFP for executive search firms was created and the Personnel Committee of the Board interviewed several firms selecting R.H. Perry and Associates as their recommendation. The Board of Trustees met on April 4, 2016, and approved the Personnel Committee's recommendation selecting R.H. and Associates as the executive search firm for the Presidential Search of Bristol Community College.
- The Presidential Search Committee was then selected. The Chairman of the Board of Trustees, Joseph Marshall, appointed himself as Chair of the Presidential Search Committee. Voting members were to include a minimum of three Trustees; one member appointed by the Commissioner, and one individual from each of the major campus constituencies of which self-nominations were solicited. The Presidential Search Committee also included as non-voting members the Institution's affirmative action officer and the secretary/liaison of the Committee. On May 2, 2016, the Board of Trustees approved the Presidential Search Committee Members.
  - On May 6, it was announced that a webpage had been created specifically for the Presidential Search Process.
  - On May 11, 12, and 16, the college community met in listening sessions with Mr. Joseph Thomson, Facilitator/Senior Consultant representative from the executive search firm R.H. Perry and Associates.
  - In an effort to provide additional opportunities for the College Community to provide input for the Presidential Search process, an online survey was developed and sent to all College Constituents. The anonymous results of the survey were then forwarded to the Chairman of the Presidential Search Committee and the Search Consultant.
  - The Presidential Search Committee had its initial meeting on May 12, 2016. Also in attendance was Mr. Thomson from R.H. Perry and Associates; Mr. Tafa Awolain Affirmative Action Officer; and Ms. Kathleen Wordell, Committee Liaison. Massachusetts Community College General Counsel Ken Tashiy attended the meeting and instructed the Presidential Search Committee on the Open Meeting Law, Public

Records Law, and the BHE Guidelines for Presidential Search and Selection. A tentative schedule was developed which was to culminate in the Presidential Search Committee presentation of 3-5 finalist candidates to the Board of Trustees by December 2016.

- The Executive Search Profile was then developed and approved by the Commissioner of Higher Education and by the Board of Trustees at their Board meeting on June 15, 2016.

A deadline date of August 30, 2016, was determined for submittal of applications for the position. The Executive Search Profile was posted on the DCC Presidential Search website and R.H. Perry and Associates advertised the position in various national on-line publications.

- On June 13, 2016, the Board of Trustees approved a budget for the Presidential Search

- The Presidential Search Committee began reviewing and evaluating the applicants' submitted material after the August 30, 2016, application due date. A total of 45 applications were received; 1 applicant withdrew. The Presidential Search Committee identified 23 top candidates. R.H. Perry and Associates conducted a preliminary due diligence on these candidates.

- The second meeting of the Presidential Search Committee took place on October 11, 2016. At this meeting the 23 top candidates' applicant materials were reviewed. Strict confidentiality was emphasized and followed. In order to maintain confidentiality of the search process, no applicant names were noted during the meeting as each applicant was assigned a number. The top 12 semifinalist candidates were selected from this pool by ballot vote and unanimously approved by the Presidential Search Committee. The Commissioner of Higher Education and the Board of Trustees were given the opportunity to review the semifinalist information and were satisfied with the semifinalist selection.

- On November 3 and 4, 2016, at the Hampton Inn Fall River/Westport, the 12 semifinalists were interviewed by the Presidential Search Committee. At the conclusion of the second day, five finalist candidates were selected by the Presidential Search Committee. R.H. Perry and Associates then completed its final in-depth due-diligence on the 5 finalist candidates.

- After the final due diligence by R.H. Perry and Associates was completed, the 5 finalist candidates were publically announced on November 21, 2016. Each finalist candidate was scheduled for one full day of meetings at the Bristol Community College Fall River Campus to meet in open sessions with the Board of Trustees and all College Constituents as well as the Secretary of Education and the Commissioner of Higher Education. The five finalist candidates visited the Fall River Campus on the following dates: November

28 – Dr. Greg Sethares; November 30 – Dr. Paula Pitcher; December 2 – Dr. Laura Douglas; December 7 – Dr. Gena Glickman; and December 9 – Dr. Peggy Bradford.

A Candidate Evaluation Form was provided at all finalist candidates' open sessions to allow all College Constituents who attended the sessions the opportunity to submit an evaluation on each finalist candidate. The completed forms were collected at the end of each session and forwarded to the Board of Trustees on December 7 and December 12, 2016.

- Following the last finalist interview, the BHE and Commissioner Sentences forwarded comments on the candidates to the Board Chair that were limited to their general impressions of the candidates and did not include a recommendation of any specific candidate.

**Today:**

- The Bristol Community College Board of Trustees held a special open meeting on Thursday, December 15, 2016, at 4:00 p.m. in the Atrium of the Commonwealth College Center (C Building) on the Fall River Campus for the strict purpose of selecting the fourth President of Bristol Community College.