

**Bristol Community College  
Fall River, Massachusetts**

**Board of Trustees  
Meeting Minutes**

**January 13, 2020**

I. Call to Order

The three hundred and seventy-fourth regular meeting of the Bristol Community College Board of Trustees was held on Monday, January 13, 2020, in Room D209 of the Hudnall Administration Building on the Fall River Campus at 777 Elsbree Street. Chair Joan Medeiros called the meeting to order at 4:07 p.m.

Trustees present: Joan Medeiros, Chair; Keith Hovan; Jeffrey Karam; Lynn Malasi; Sandra Saunders, Esq., Secretary; Diane Silvia;

Trustees absent: Frank Baptista; Samir Bhattacharyya; Valentina Videva Dufresne; CJ Souza; and Steven Torres, Esq., Vice Chair.

II. Chair's Remarks

Chair Medeiros said she hoped all had enjoyed the recent holiday season and wished everyone a happy and health New Year.

As Chair Medeiros stated following the Public Comment section of the Board of Trustees Meeting on December 9, 2019, a letter was sent on December 19, 2019, to Ms. Paulette Howarth, President of the MCCC Chapter/BrCCC, requesting additional information from the union. A reply from Ms. Howarth with the requested information had not been received to date. Chair Medeiros is hopeful she will receive it by the next Board of Trustees Meeting.

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 December 9, 2019

Minutes of Joint Board Meeting of December 9, 2019

Report of the Finance/Budget Committee Meeting of December 9, 2019

Financial Update of January 13, 2020 – Vice President Steve Kenyon

Report of Personnel Actions January 2020

Report of Workforce and Community Education Contracts January 2020

Upon a motion made by Trustee Malasi and seconded by Trustee Silvia, it was VOTED to accept the Consent Agenda Items.

#### IV. President's Report

President Laura Douglas had V.P. Steven Kenyon introduce Kathleen Martin, Bristol's Risk Compliance Officer who gave a brief overview to the Board about Risk Management. Ms. Martin started at Bristol t seven months ago and has been making progress in compiling the college's policies and identifying areas of risk. Ms. Martin will give a more detailed presentation at the Board's Spring Retreat on Monday, March 23, 2020.

The following are some of the highlights of Ms. Martin's presentation:

Enterprise Risk Management Framework (Massachusetts regulation and COSO industry best practice standards)

- Governance and Culture

  - Board Risk Oversight

    - President's Leadership team

    - Risk Management Advisory Committee

- Establishes Operating Structure

- Risk Management Advisory Committee Charter

- Statement of Risk Appetite

- Statement of Ethical Conduct

- Defines Desired Culture / Analyze Institutional Context

- Enhance Policy Management

  - Implement Policy Management System.

  - Perform Inventory of all college policies, written and not yet documented.

  - Risk rate higher priority policies for immediate focus.

Policy Management System – PolicyStat

- Benefits of PolicyStat

  - Consistent look and feel to all policies.

  - Requ 792E90w3Jner and reviewer for each policy

  - Requ 792E90wfrequency of review to keep policies c2E9urrent

  - Easy search capabilities – will replace looking for policies on Bristol website.

High Risk Policy Status as of January 3, 2020

- Academic Affairs
  - Adjunct Payroll Policy
  - Internship program
- Business Services / Facilities
  - Purchasing and Procurement Policy
- Human Resources
  - Criminal Offender Record (Background checks)
  - Drug and Alcohol Policy (2 related policies) and jointly owned with Student Affairs
  - Employee Termination Policy
- Information Technology Services
  - Institutional Review Board
  - Breach Notification
  - Written Information Security Program
- Student Affairs
  - Financial Aid
  - FERPA / GLBA
  - Drug and Alcohol Policy (jointly owned with HR)
- Campus Police
  - Campus Security Authority

2020 Board of Trustees Update – March Meeting

- In-depth review of Enterprise Risk Management Framework
- Policy Status
- Potential Key Risks

President Douglas reviewed the following Talking Points with the Board:

**New Dean of the Attleboro Campus**

Bristol is pleased to announce that Kate O'Hara has been appointed as Dean of the Attleboro campus. Ms. O'Hara comes to us after working at Bay State College as Vice President of Student Affairs and Dean of Students for the last five years. Kate served Bay State College for over 18 years where she led important student success efforts, including the implementation of high impact practices such as a robust first-year experience and service learning opportunities, and the creation of key student services such as counseling, disability support and enhanced student financial services that contributed to increased fall to fall retention rates by 15% during her tenure.

As Dean, Kate will provide senior-level vision, leadership and administrative direction to the college's Attleboro campus. Reporting to both the Vice President for Student Services and Enrollment Management and the Vice President for Academic Affairs, she will ensure management and administrative oversight of all programs, services, staffing and budgeting related to campus operations, as well as build partnerships with regional

Board of Trustees –



V. Report of Student Trustee

Trustee Souza was not in attendance, therefore, there was no report given.

VI. Old Business

There was no Old Business to come before the Board.

VII. New Business

There was no New Business to come before the Board.

VIII. Adjournment

There being no further business to come before the Board, Chair Medeiros declared the meeting adjourned. The time was 4:34 p.m.

Respectfully submitted,

*Sandra Saunders, Esq.*

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Sandra Saunders, Esq., Secretary

2/24/2020  
Date Approved

KAW  
Initials