



Bermuda College - Board of Governors

PATI Information Statement



Introduction:

- The general purpose of the Public Access to Information Act 2010;

Under section 2 of the Public Access to Information Act 2012, the purpose of the Act is to-

- (a) give the public the right to obtain access to information held by public authorities to the greatest extent possible, subject to exceptions that are in the public interest or for the protection of the rights of others;
- (b) increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities;
- (c) increase the accountability of public authorities;
- (d) inform the public about the activities of public authorities, including the manner in which they make decisions; and
- (e) have more information placed in the public domain as a matter of routine.

- The reason that the public authority has an information statement;

Under Section 5 of the Public Access to Information Act 2010, every public authority¹ in Bermuda must produce an information statement.

- The purposes and aims of the information scheme, and what the public authority hopes to achieve through the information statement;

This statement aims to make it easy to access key information about the (your department's) activities.

- Summary of what is in the information statement;

Who we are and what we do
What we spend and how we spend it
What our priorities are and how we are doing
How we make our decisions
Our policies and procedures
Lists and registers

The information provided includes: Organisational structure of the Unit; governing legislation; functions and powers; services and programmes; information held - grouped into decision making; administrative or other record; further information (includes financial); contact details for the information officer and locations of the information statement.

¹ Section 1 of the Act defines a public authority to mean an entity listed in column 1 of the Schedule.

Name of Public Authority: Bermuda College
Section A: Structure, Organization and Legislation [s5(1)a]
ORGANISATIONAL CHART (see attached)
<p>Legislation Bermuda College was established under The Bermuda College Act 1974 to provide full and part-time education and training for persons over the compulsory school age. The Act and its subsequent amendments provide for the establishment of a Board of Governors, creation of by-laws, and the power to acquire and hold personal property.</p>
Section B: 1) Functions, powers, duties of the Authority [s5(1)b]
<p>Vision Statement (Revised 2019) <i>Transforming lives through innovative education.</i></p> <p>Mission Statement (Revised 2019) <i>Bermuda College is committed to providing the community with innovative programmes, training, support services and access to partnerships that lead to local and global success.</i></p> <p>Functions Bermuda College provides access, opportunities and options to tertiary-level education and training on a full or part-time basis for traditional (post-secondary school age <24) and non-traditional (25+) students. Since its establishment, the College has expanded its services to better enhance the skills of its students through a diversity of relevant programmes. It offers 18 associate degree; 9 diploma and 7 certificate programmes and over 80 external certificates and professional designations, international qualifications, workforce development certificates, training and development courses, and online (distance education) courses. Bermuda College embraces the community college philosophy, and is dedicated to offering the highest standards of academic, technical and professional excellence. The Dual Enrolment Programme for high school seniors allows college credits to be earned while students are in high school; and the College collaborates with overseas colleges and universities to offer baccalaureate programmes on Island, or seamless transfer of credits through articulated agreements.</p>

Board of Governors

The functions and responsibilities of the Board can be summarised as follows: -

- Establishing goals and providing direction
- Ensuring the College is effectively managed
- Approving policies; and
- Producing an annual report and audited financial statement for presentation to the Minister

The Board also provides ongoing evaluation of the College's mission and goals; the establishment and maintenance of the governance structure; the appointment of the president, after consultation with the Minister of Education; the evaluation and review of the President's leadership performance; the making of rules for the appointment, election, resignation, retirement and removal of officers and staff; maintenance of the financial integrity of the College; the evaluation of College operations and effectiveness; development and approval of by-laws to enable the Board to operation efficiently; the assumption of powers, consistent with its corporate status, such as the power to sue and be sued, enter into contracts, to acquire, hold and sell property; recommending the creation of department to the Minister of Education for approval; monitoring the delivery of programmes and cancelling programmes when appropriate.

Board members are responsible for faithfully discharging their duties and to do so to a high standard of integrity, and in the best interests of the College.

Section B: 2) Obligations under PATI Act [s5(1)b]

Same for all public authorities

To provide an **information statement** for the public and promulgate it [s5],

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - General information, e.g. activities of the Authority
 - Log of all information requests and their outcome
 - Quarterly expenditure (upon request) [s6(5)]
 - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
 - **Fees** for Requests for information
 - Management and maintenance of **records**
 - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

Section C: Programmes and Services [s5(1)c]

Accreditation

Bermuda College is accredited by the New England Commission of Higher Education (NECHE). Bermuda College's culinary arts (associate degree and diploma) programmes are also accredited by the American Culinary Federation (ACF).

Services

Bermuda College provides academic, technical and professional and career education to local residents consisting of:

- Quality instruction equivalent to the first two years of a four-year degree
- Intake interviews (supporting effective resource development to address student needs)
- Counselling services (<https://www.college.bm/index.php/resources/counselling-career->

centre)

- Skills development workshops
- Financial aid awards
- In-house awards and scholarships
- Student employment
- Leadership development
- Professional networking and corporate partnerships
- Face-to-face tutoring
- SmartThinking (live, on-demand, 24-hour tutoring service)
- Services and accommodations for students with learning disabilities
- Comprehensive library and research services
- Academic computing and information technology services

Programmes:

Bermuda College offers credit programmes through the academic divisions of the College as well as non-credit credentials and professional designations through the Division of Professional and Career Education.

CREDIT PROGRAMMES

- **Associate Degrees:** Actuarial Science; Arts; Arts & Science; Art & Design; Business Administration; Computer Information Systems; Culinary Arts; Early Childhood Education; Education; Heating, Ventilation & Air Conditioning Technology; Hospitality Management; Marine Science; Motor Vehicle Technology; Nursing; Plumbing Technology; Pre-Health Science; Pre-Health Science (Pre-Med); Science
- **Diploma Programmes:** Computer Programming Technology; Computer Network Technology; Culinary Arts; Food & Beverage Management; Heating, Ventilation & Air Conditioning Technology; Hospitality Management; Motor Vehicle Technology; Plumbing Technology, Wood Technology
- **Certificate Programmes:** Accounting Technician; Applied Science Technology; Electrical Wiring Technology; Heating, Ventilation & Air Conditioning Technology; Motor Vehicle Technology; Plumbing Technology, Wood Technology.

NON-CREDIT PROGRAMMES (Professional and Career Education)

- **Certificates, External Certificates & Professional Designations:** Association of Certified Anti-Money Laundering Specialists (ACAMS); American Management Association (AMA); Chartered Certified Accountants (ACCA); Building Owners and Managers Institute (BOMI); Certificate in Basic Horticulture; Certificate for Emergency Medical Technician; Certificate in Nail Technology; Certificate for Nursing Assistants; Certified Restaurant Server; Chartered Professional Accountant (Canada) CPA; Chartered Public Accountant (USA) CPA; Chartered Institute of Legal Executives (CILEX); City & Guilds International Qualifications (Certificate in Hairdressing); Institute of Leadership and Management Development (ILM); International Compliance Association (ICA); International Computer Driving License (ICDL); KIXKO Compliance; Personal Fitness Trainer Certification; Supply Chain Management Association;
- **Short Training and Exam Review Courses:** Bartending; English for Speakers of Other Languages (ESOL); Introduction to Real Estate; Marine Navigation, Marine

Engine Drivers

- **Distance Education Courses:** Medical Billing and Coding; Medical Administrative Assistant; Spanish for Medical Professionals I and II; Key Elements of Elder Care; Dementia Care; Dementia of Family Care Givers; Social Media for Business Certificate; Managing Social Media Platforms Certificate; Instagram for Business; Google+; Evernote; e-Marketing Essentials Certificate; Google Apps for Business; Mobile Marketing Certificate; Google Analytics; Podcasting; Video Marketing Certificate; Certificate in Data Analysis; Cyber Security for Managers; Entrepreneurship Certificate; Practical Math in the Workplace; Certificate in Presentation Media; Managing Generations in the Workplace; New Strategies for Time and Productivity Management; Mastering Computer Skills for the Workplace; Mastering Microsoft Excel; LEED Green Workplace; Leed v4 Accredited Professional; Certificate in Non-Profit Administration; Certificate in Time and Productivity Management; You Tube for Business; TWITTER for Business; Training for K12 Teachers Social Media and Online Tools for K-12 Teachers

UNIVERSITY PROGRAMMES OFFERED IN BERMUDA IN PARTNERSHIP WITH BC

- **Mount Saint Vincent University** (Bachelor of Business Administration – Accounting or Management); **University of the West Indies** (Postgraduate Diploma in Education – Mathematics, English Language, History, Science Modern Languages, Information Technology, Social Sciences/Geography); **Miami University** (Master of Education – Special Education)

ARTICULATION AGREEMENTS

- <https://www.college.bm/index.php/pathways>

Section D: Records and documents held [s5(1) d]

- 5-year (2018 – 2023) Strategic Plan; 5-year Academic Plan; Bermuda College Library Strategic Development Plan; Institutional and Legal Records; Financial Statements and Documentation; Minutes of the Board of Governors and Sub-Committee meetings; Minutes of Nursing Education Strategic Team, Nursing Pathway Team, Nursing Education Advisory Team, Allied Health Team; Annual Report; Employee Personnel Records; Student Records; Vendor and Contract Files; BC Journal and publications; Employee Code of Conduct; Faculty Handbook; Student Code of Conduct; Student Handbook; Bermuda College Library Goals and Objectives, Vision and Mission Statements; Core Values.

Section E: Administration (all public access) manuals [s5(1)e]

- Academic Catalogue – provides information on the academic regulations, programmes, course descriptions, facilities, fee structure, employee names/credentials, services and map of the campus
- Academic Policies
- Bermuda College/BPSU Collective Bargaining Agreement – provides details of the negotiated contract for faculty and support staff
- Bermuda College Policies and Procedures – the operating guidelines to which Bermuda College employees are expected to adhere
- Financial Instructions and Policies
- Bermuda College Library Interview/Meeting Room Policies
- Bermuda College Library Rules for Rare Book Room Use
- Financial Support Policy
- IT Policies & Procedures (*under review*)
- Student Employment Handbook

Section F: Decision-making documents [s5(1)f]

- Faculty and Support Staff Agreement
- Bermuda College Policies & Procedures
- Student Code of Conduct
- Conditions of Employment and Code of Conduct
- Bermuda College Emergency Plan
- Bermuda College Crisis Communications Guidelines for Employees
- Bermuda College Crisis Plan
- Bermuda College Library Collection Development Policy (*in draft*)
- Bermuda College Library Reference Services Policies & Procedures Statement
- Bermuda College Library Usage Policies
- Bermuda College Library Computer Usage Policy
- Bermuda College Library Circulation & Reference Statistics
- IT Handbook
- Nursing Education Communication Plan
- Student Code of Conduct
- Students with Disabilities Policy

Section G: The Information officer [s5(1)g]

Mrs. Evelyn James Barnett
Director of Communications
21 Stonington Avenue
Paget, Bermuda PG 04
Or
P.O. Box HM 2718
Hamilton, Bermuda
HM LX
[T] (441 239-4006 [E] ebarnett@college.bm

Section H: Any Other Information [s5(1)h]

BERMUDA COLLEGE BOARD OF GOVERNORS - AMENDED
Bermuda College Act 1974
Chairman - Mr. Peter Sousa
Deputy Chairman – Mr. Nasir Wade
Mr. Frank ‘Chip’ Gillis
Mr. Jerome Reid
Mr. Thomas Famous
Mr. Tulani Bulford
Mrs. Branwyn Smith
Mrs. Charmaine Tucker
Ms. Cherie Dill
Ms. Whitney Butterfield
Ex-Officio - Bermuda College Faculty Association Representative
Ex-Officio - Bermuda College President
Ex-Officio - Bermuda College Student Government Representative
Ex-Officio - Bermuda College Support Staff Association Representative
Ex-Officio - Chairman, Bermuda College Honorary Fellows
Ex-Officio - National Training Board Representative
Ex-Officio - Permanent Secretary, Ministry of Education

Section I: Any Other Information To be Provided? [s5(1)i]

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

Date Information Statement was updated: December 2020

Locations of Information Statement:

Copies of the Information Statement will be available at the following sites:

Your principal Office: College Centre, 2nd Floor

Y/N

The Bermuda National Library;

Y/N

The Bermuda Archives	Y/N
Available electronically	Y/N
Website for public authority(www.college.bm)	Y/N
Have you published a notice in the Gazette indicating the places where the information statement is available for the public?	Y/N
With the Information Commissioner	Y/N

Sign and Date:

 5 January 2021

Peter Sousa, Chairman of the Board of Governors