



GOVERNMENT OF BERMUDA

Ministry of Education

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

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

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.

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 (<i>under review</i>) Bermuda College will be recognised locally and internationally as a centre for excellence as it responds to the diverse needs of the community through innovative, quality teaching and research that enables students to enrich their lives intellectually, economically, socially and culturally.</p> <p>Mission Statement (<i>under review</i>) Bermuda College, the only tertiary-level institution in Bermuda, is committed to setting Bermuda's students on the paths to success through the provision of comprehensive, academic and technical education, along with professional training, personal and academic support services, quality facilities, and interactive partnerships with local and international entities.</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 17 associate degree; 9 diploma and 8 certificate programmes and over 95 external certificates and professional designations, international qualifications, workforce development certificates, training and development courses, and online (distance education) credentials. 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</p>

programmes on Island, or seamless transfer of credits through articulated agreements. The Lifelong Learning Centre housed on campus, offers a wide array of courses for seniors.

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 Association of Schools and Colleges (NEASC), and has the distinction of being one of the few international institutions to be accredited by NEASC. 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 4-year degree
- Intake interviews (supporting effective resource development to address student needs)
- Counselling services
- 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; Arts & Design; Business Administration (2); Computer Information Systems; Culinary Arts; Education; Heating, Ventilation & Air Conditioning Technology; Hospitality Management; Human Services; Motor Vehicle Technology; Nursing; Plumbing Technology; Science
- Diploma Programmes: Computer Network Administration; 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)

- External Certificates & Professional Designations: Association of Chartered Certified Accountants (ACCA); American Management Association (AMA); Bermuda Compliance Certification Programme (RCA); Building Owners and Managers Institute (BOMI); Chartered Professional Accountant (Canada) CPA; Chartered Public Accountant (USA) CPA; Chartered Institute of Legal Executives (CILEX); CISCO Academy; City & Guilds International Qualifications – Certificate in Hairdressing); Institute of Leadership and Management Development (ILM); International Computer Driving License (ICDL); National Certification Council for Activity Professionals (NCCAP); Certificate in Basic Horticulture; Certificate for Nursing Assistants; Certificate in Nail Technology; Personal Fitness Trainer Certification; Supply Chain

Management Association;

- 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
- Training and Development Courses: Bartending; Certified Dining Room Associate – Waiter Training; Introduction to Real Estate; Marine Navigation; English for Speakers of Other Languages (ESOL)

UNIVERSITY PROGRAMMES OFFERED IN BERMUDA IN PARTNERSHIP WITH BC

- Mount Saint Vincent University (Bachelor of Business Administration – Accounting or Management); Georgia State University (concentration in Insurance & Risk Management or Finance); 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

- **CANADA:** Acadia University; Dalhousie University; Mount Saint Vincent University; Nova Scotia College of Art & Design; St. Mary's University; University of New Brunswick; University of Ontario Institute of Technology. **UNITED KINGDOM:** University of Buckingham; University of Northampton. **UNITED STATES:** American International College; Berkeley College; Bethune-Cookman University; East Carolina University; Framingham State University; Georgia State University Robinson College of Business; Johnson & Wales University; Miami University; Newbury College; New England Institute of Technology; Savannah College of Art & Design (SCAD), St. John's University; St. Leo University; Temple University, University of South Carolina Upstate; Voorhees College; West Virginia University. **WEST INDIES;** Caribbean Maritime University; St. George's University; University of the West Indies

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

5-year Strategic Plan; 5-year Academic Plan; Institutional and Legal Records; Financial Statements and Documentation; Minutes of the Board of Governors and Sub-Committee meetings; Annual Report; Employee Personnel Records; Student Records; Vendor and Contract Files; BC Journals and publications; Employee Code of Conduct; Faculty Handbook; Student Code of Conduct; Student Handbook

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
- 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
- Academic Policies

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

- Faculty and Support Staff Agreement
- Bermuda College Policies and Procedures
- Student Code of Conduct
- Conditions of Employment and Code of Conduct (under review)
- Crisis Communications Guidelines for Employees
- Crisis Communication Policy
- Bermuda College Library Collection Development Policy (in draft)
- Bermuda College Library Reference Services Policies
- Bermuda College Library Usage Policies
- Bermuda College Library Computer Usage Policy
- Bermuda College Library Goals and Objectives, Vision and Mission
- Bermuda College Library Circulation and Reference Statistics.

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]

- Mr. Peter Sousa (Chair)
- Mrs. Romelle Warner (Deputy Chair)
- Mrs. Malika Cartwright
- Dr. Duranda Greene (BC President)
- Mr. Randolph Horton
- Ms. Zaire Hunt – Student Government Rep
- Mrs. Valerie Robinson James, PS
- Ms. Kathleen Sharpe Keane
- Mr. Fanon Khaldun
- Mr. Marshall Minors
- Mr. Jerome Reid
- Ms. L'Tanya Roberts – Faculty Rep
- Mr. Romeo Ruddock – Support Staff Rep
- Mr. Bruce Sharpe
- Mr. Nasir Wade

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: July 2018

Locations of Information Statement:

Copies of the Information Statement are available at the following sites:

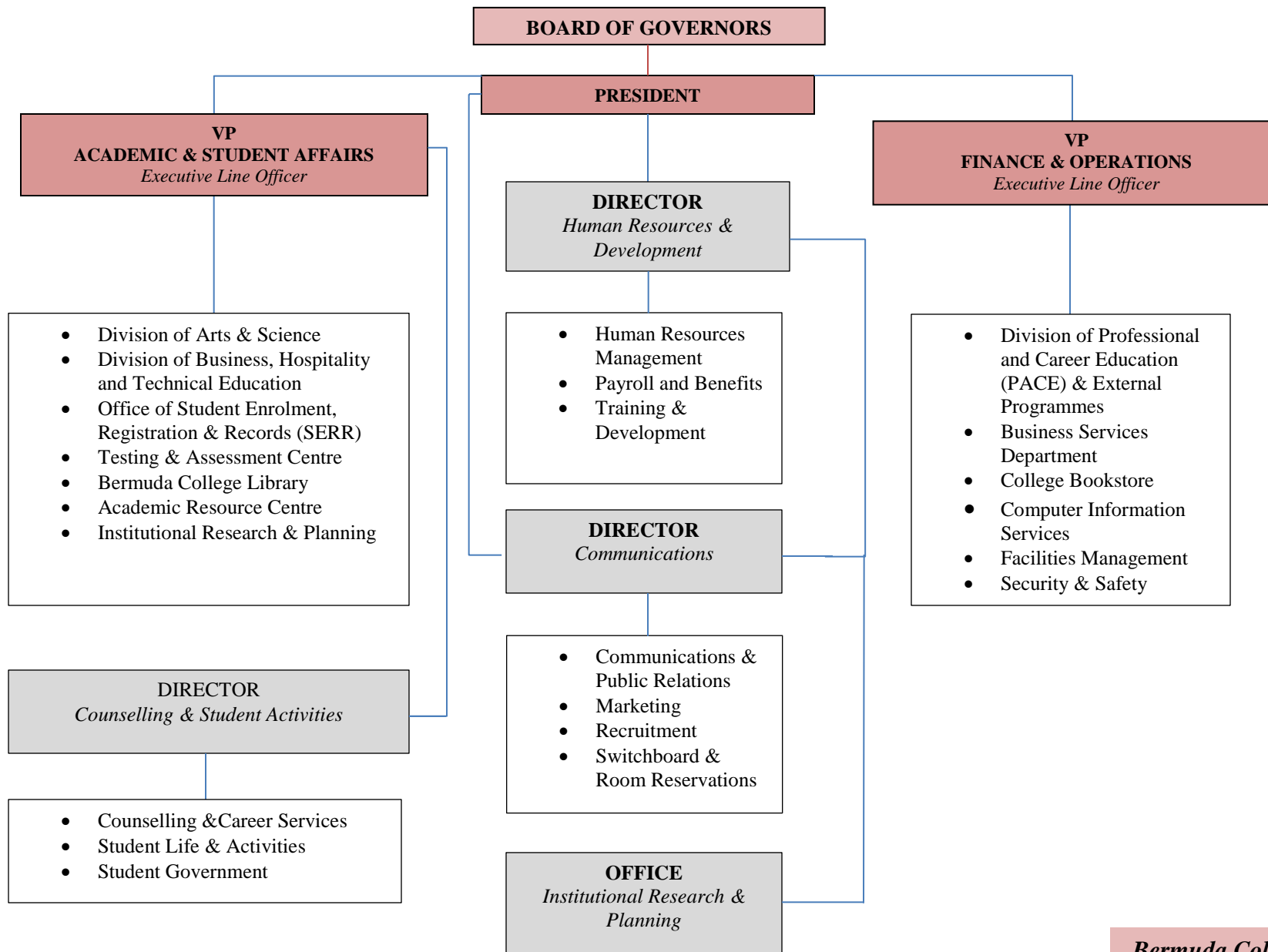
- Your principal Office: College Centre, 2nd Floor Y/N
- The Bermuda National Library; Y/N
- The Bermuda Archives; Y/N
- Available electronically, Y/N
- Website for public authority www.college.bm Y/N
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y/N
- With the Information Commissioner. Y/N

Sign and Date:



Peter Sousa 23 July 18

Peter Sousa, Chairman of the Board of Governors



**Bermuda College
Organisational Chart**
Updated July 2018