



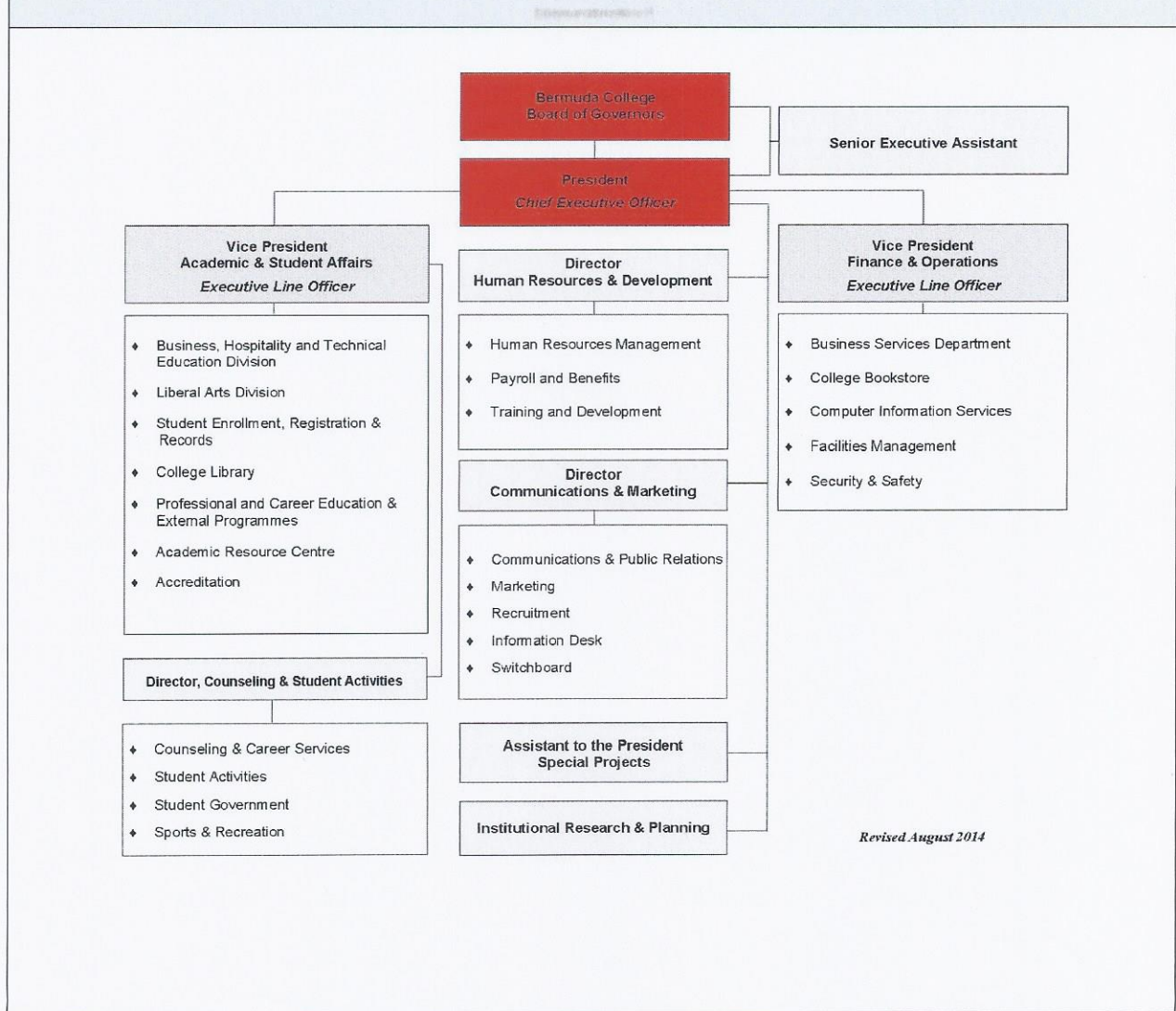
GOVERNMENT OF BERMUDA

Ministry of Education

PATI Information Statement

Name of Public Authority: Bermuda College

Section A: Structure, Organization and Legislation [s5(1)a]



Revised August 2014

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.

Section B: I) Functions, powers, duties of the Authority [s5(1)b]**Vision Statement**

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.

Mission Statement

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.

Functions

Bermuda College provides access, opportunities and options to full and part-time education and training 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 20 associate degree, 11 diploma and 9 certificate programmes and 23 external certificates and professional designations, international qualifications, workforce development certificates and training and development 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 universities to offer baccalaureate programmes on island, or seamless transfer of credits through articulated agreements. The Seniors Learning Centre housed on campus offers a wide array of courses for seniors.

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 statements for presentation to the Minister

Board of Governors

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 operate 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 departments 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]

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: Services and Programmes [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 programmes are 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 offerings through the Division of Professional and Career Education.

Credit Programmes:

- Associate Degrees: Actuarial Science; Arts; Science; Arts and Science; Art and Design; Human Services; Business Administration; Computer Information Systems; Web Development; Hospitality Management; Culinary Arts; Nursing; Electronics Technology; Heating, Ventilation and Air Conditioning; Motor Vehicle Technology; Plumbing Technology, Wood Technology
- Certificate Programmes: Accounting Technician; Electrical Wiring Technology; Electronics Technology; Heating, Ventilation and Air Conditioning; Motor Vehicle Technology; Office Technician; Office Skills; Plumbing; Wood Technology
- Diploma Programmes: Computer Network Administration; Computer Network Technology; Culinary Arts; Electronics Technology; Food and Beverage Management; Heating, Ventilation and Air Conditioning; Masonry Technology; Motor Vehicle Technology; Plumbing Technology; Web Development; Welding Technology

Non-credit Programmes (Division of Professional and Career Education):

- External Certificates and Professional Designations: Association of Chartered Accountants (ACCA); American Management Association (AMA); Building Owners and Managers Institute (BOMI); Certified Administrative Professional (CAP); Chartered Professional Accountant (CPA – Canadian); Chartered Public Accountant (CPA – USA); International Computer Driving License (ICDL); Institute of Leadership and Management (ILM); Chartered Institute of Legal Executives (CILEX); Supply Chain Management Association (SCMA); City & Guilds Hairdressing; National Certification

Council for Activity Professionals (NCCAP); CISCO Academy

- Workforce Development Certification: Certificate for Childcare Assistants; Certificate in Dental Assisting; Certificate in Basic Horticulture; Certificate for Nursing Assistants; Personal Fitness Trainer Certification; Certificate in Nail Technology
- Training and Development Courses: Bartending; Certified Dining Room Associate – Waiter Training; Introduction to AutoCAD; Introduction to Breads & Pastry; Introduction to Real Estate; Marine Navigation; Introduction to Real Estate; English for Speakers of Other Languages (ESOL)

University Programmes offered in Bermuda in Partnership with Bermuda College

Mount Saint Vincent University (Bachelor of Business Administration concentrations in Accounting or Management); Georgia State University (Bachelor of Business Administration concentrations in Insurance & Risk Management or Finance); University of the West Indies (Postgraduate Diploma in Education - Mathematics); Miami University (Master of Education – Special Education)

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

- 5-year Strategic Plan - provides details of the future direction of the College
- 5-year Academic Plan - provides details of the academic direction of the College
- Fact Book - provides data and statistics on enrolment, applications, demographics, etc. at Bermuda College
- Financial Statements and Documentation
- Minutes of the Board of Governors and Sub-Committees
- Annual Report - provides synopsis of the Board of Governors and each division and department over the last fiscal year
- Employee Personnel Records
- Vendor and Contract Files
- Brian Burland Centre for Research Standing Committee

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 PG 297
Paget PG BX
Bermuda

[T] (441) 239-4006 [E] ebarnett@college.bm

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

Members of the Board of Governors

Mrs. Jill Husbands (Chair)
Mr. Dane Commissiong (Deputy Chair)
Ms. Nakari Furbert (Student Representative)
Dr. Duranda Greene (College President)
Dr. Walwyn Hughes (Honorary Fellows Representative)
Dr. Dawnnelle Walker (National Training Board Representative)
Ms. Karla Lacey
Dr. Geoffrey Rothwell (Faculty Representative)
Mr. Peter Sousa

Mrs. Romelle Warner
Mrs. Valerie Robinson-James (Permanent Secretary for Education)
Mr. Paget Wharton

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: *March 27, 2015*

Locations of Information Statement:

Confirm copies of Information Statement are available at the following sites:

- Your principal office: Stonington Avenue, Paget **Y/N**
- The Bermuda National Library; **Y/N**
- The Bermuda Archives; **Y/N**
- Available electronically, **Y/N**
- Website for public authority <http://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: *Duranda Greene*