

BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTSMINUTES OF TRUSTEES MEETING
December 2, 20141. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, December 2, 2014 in the General Bartlett Room, Susan B. Anthony Building. Trustee Caccaviello called the meeting to order at 4:31 pm.

PRESENT: Trustees Bradway, Caccaviello, Crane, Hiltpold, Laurens, Wynn, and student trustee Chipalo

ABSENT: Chair Rodowicz, Vice Chair Dindio, Trustees Ingegneri and Supranowicz

ALSO PRESENT: President Kennedy; Vice Presidents Bullock, Cote, Feinerman, Law, Mulholland, and Smith; Assistant to the President, Kim Brookman, Other Guests: Christina Barrett, Peg Cookson, Tom Curley, Maura Delaney, Richard Felver, Anna Foss, Annette Guertin, Charles Kaminski, Jonathan Levine (Pittsfield Gazette), Carl Maaia, Charles Prescott, Sherry Scheer, Gina Stec, Jim Therrian (Berkshire Eagle), Matt Tucker (PCTV), Rick Wixsom, Costa Zervas

2. APPROVAL OF THE MINUTES

Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the October 7, 2014 meeting.

3. PRESIDENT'S REPORT

a. Sabbatical Report – Annette Guertin

Math Anxiety Research: up to 80% of community college students have math anxiety.

Math in Context: students are better able to learn mathematics if they can relate to what they are learning.

b. Strategic Planning Group

Meeting recessed at 4:43 pm in order for Strategic Planning groups to meet. Meeting reconvened at 5:10 pm. Notes from breakout sessions follow.

Breakout Sessions:

Engaged Learning Group

- (1) Concerning developmental education, we discussed the high developmental placement rates at BCC and reviewed some of the pilots that address this issue (e.g., high school GPA) as well as other pertinent policies (e.g., retesting option). We discussed how the length of time students spend in the developmental sequence has a strong bearing on their prospects of graduating. The work of BCC English and Math faculty with their counterparts in the county high schools was described as one means to enhance the college readiness of the students. The extent of BCC professional development activity relating to developmental education was described. The data-gathering of the subcommittee was mentioned, with the objective of formulating in a prioritized way recommendations to enhance the developmental education program.
- (2) Increasing access through online/hybrid learning: We went through the tasks of defining the mission; determining what technology non-online faculty were most and least using in order to plan professional development appropriately; learning from students their perspective on the benefits/challenges of online learning; reviewing which programs should increase their online options; improving assessment of students' readiness for online learning and means of preparing them adequately.
- (3) Program review: goal is to modify process and improve supports in order to make the review of programs easier to accomplish and more useful in generating improvements, resources, better student outcomes.

Student Achievement Group

Present: Chuck Prescott, Peg Cookson, Michael Bullock, Trustee Mike Wynn, Deb Cote

The group reviewed the major focus and accomplishments of this committee for the fall. Major topics: Advising roles, First-year experience, and Mentoring ideas.

Improved Infrastructure Group

Present: Ellen Kennedy, President
John Law, Chief Financial Officer (Executive Council Liaison)
Rick Wixsom, Director of Information Technology (Co-Chair)
Richard Felver, Director of the Library (Co-Chair)

The co-chairs reviewed priorities for the Improved Infrastructure Committee, which include the following:

- (1) Update master plan for facilities; complete Hawthorne & Melville, hardscape infrastructure, ADA improvements, turf field, and garden.

- (2) Integrate technology planning to upgrade infrastructure and expand functionality; support academics, student services, administrative systems, and community partnerships.
- (3) Increase effectiveness of service delivery and business practices by maximizing use of technology.

There was discussion about forming and populating a Master Plan Committee, a Technology Subcommittee of the Steering Committee for Hawthorne & Melville, a task force to examine current technology, and a team to evaluate technology requests.

Advancing the Institution Group

Paul Caccaviello and Roberto Laurens were in attendance at the break-out session, as were Christina Barrett, Anna Foss and Craig Smith. Caccaviello reported to the Trustees that:

Two major initiatives were identified as top priorities for Advancing the Institution, namely to strengthen and broaden research and assessment to provide data for informed decision making and documentation for institutional effectiveness through technology and analysis. Also, to create a fresh branding, marketing and messaging campaign through multiple communication and delivery channels.

He highlighted the creation of the Office of Institutional Effectiveness and its role in finding, analyzing and using all data sources to increase BCC's institutional efficiency and accessibility of data with a focus on ease of use.

The new radio campaign (Did you know?), based on newly-created data, was discussed. Conversation also centered on surveying students upon their entry into BCC and performing "exit interviews" as a way of obtaining additional data.

The ultimate goal of ATI was articulated as "it's all to benefit the students."

Collaborative Partnerships Group

Present: Trustees Doug Crane and Marcella Bradway; Charles Kaminski, Sherry Scheer, Carl Maaia, Bill Mulholland

The group discussed the process of the committee; explained goals and key strategies, and implementation plans to launch these strategies.

Sherry Scheer presented the Early College Program with state models Mt. Wachusett and Cape Cod. Good conversation ensued.

Carl Maaia presented Special Recruitment. Discussion followed.

Charlie Kaminski presented Experiential Learning.

The incubator program was discussed and how it works using the Early College, Special Recruitment, and Experiential Learning examples.

c. Turf Field Update

President Kennedy updated the group on the turf field project. Funding includes a \$1.1 million environmental bond and \$200,000 from the City of Pittsfield. There have been a number of private fundraising efforts taken place. The permitting process is underway. Hoping to be breaking ground in April and the field could be usable as early as late May. We are still working out operations timing, who would use it when, and charges around that. The project will be addressing four of five environmental issues. The fifth issue will be addressed once the project has been completed.

4. STUDENT TRUSTEE REPORT

President Kennedy introduced Edson Chipalo and announced that Chipalo has been elected as the community college representative to the Board of Higher Education.

Edson Chipalo, Student Trustee reported the following.

Student Government Association

SGA has been very active. In October, eight SGA members, and three staff (Beth Wallace, Lauren Pellegrino and Eric Nystrom) participated in CCLA leadership conference in Wakefield, MA. All community college student leaders in New England region were present.

SGA members took part in "Trick-or-Trick" for canned goods and collected over 1800 canned goods. Stearns Elementary School fifth graders (6 members of their Student Government) visited the campus and BCC student ambassadors gave them a tour. The Stearns Student Government participated in the SGA meeting that day. On Priority Registration Day, the Student Government took part in a learning exercise called the Big Game, led by staff member, Beth Kleederman.

The SGA served a Thanksgiving dinner on campus to our students and staff on the Tuesday before Thanksgiving, during that time a piece for the Happy Video was taped.

SGA wrote a letter congratulating Governor-Elect Charles Baker.

Election of Community Colleges Segmental Student Representative

Edson Chipalo was officially elected by the Student Advisory Council (SAC) on November 20th, 2014 to represent all the community colleges across Massachusetts at the Board of Higher Education. The term of office will begin on December 9th 2014.

Multicultural Student Services Organization

This semester, the MSSO has students representing 16 different countries; Peru, El Salvador, Ecuador, Philippines, Guatemala, China, Zambia, Mexico, Colombia, Moldova, Puerto Rico, Thailand, the Ukraine, Ghana and Russia.

On October 13th, the MSSO visited Becket Outdoor center where the students participated in many outdoor team building activities including, low-ropes, high-ropes, zip line and canoeing. The spirit of this trip was to appreciate having a diverse group of students on campus and the immense possibilities of overcoming challenges through cooperation.

On October 25th, the MSSO and alumnae went to the Literacy Network Gala.

On November 13th, a group traveled to MCLA to attend a Public Policy talk where Jose Antonio Vargas addressed issues that affect undocumented people.

On November 26th, thirteen MSSO students volunteered for a Pre-Thanksgiving Dinner at Salvation Army. MSSO students including one BCC staff Eleanore Velez helped to set tables, decorate the hall, serve meals for the invited guests and clean the hall.

Intramural sports

BCC Falcons Soccer Team

BCC Falcons Soccer finished a successful season as 3-1-1, with wins over St. Rose and Simon's Rock, and a tie with Western New England University. The team will start the spring season with practice on March 2nd and the first game on Saturday, April 11th at home against St. Rose.

BCC Falcons Basketball Team

BCC Falcons Basketball started practices on November 3rd, and has been invited to join the Southern New England Club Basketball League. It will be a 13-game season with 4 home games. The first tournament will be held on Saturday, December 6th 2014, at UMASS Lowell playing the host and Boston College.

BCC Cross Country Team

The team participated in a number of races including: Brock Trot, Running for the Hills, PDC Race, Harvest Run, and Up Front for DeMar. This winter the team will be participating in winter hikes and cross country skiing.

5. ALUMNI TRUSTEE REPORT

Jeff Hiltpold reported on the newly resurrected alumni board. The group had its first meeting in July and has been meeting every month since. In November, the group met at, alumni owned, J. Allen's with other alum for a social hour. President Kennedy, Ellen Shanahan, and Gina Stec spoke about BCC's Strategic Plan. Cindy Shogry-Raimer, President of the Board said the Board's number one objective is community involvement.

6. SUBCOMMITTEE REPORTS

a. Academic Planning

Vice President Feinerman reported on the meeting held on November 4th at Conte.

- I. Reviewed the Vision Project Goals with regard to consistency throughout Academic Affairs work. The Vision Goals are:
 - a. Improving College Readiness. We have supported ongoing alignment work between English and Math faculty in the high schools and here on campus for several years, developing 4th year courses in the high schools that improve college readiness. The changes due to the new PARCC proposal will change where we place students. Unlike MCAS, PARCC is intended to align with college requirements. Charlie Kaminski, Dean of Business, Science, Math and Tech is the PARCC liaison in Berkshire County.

- b. **Completing College.** We have been working to embed student success pieces into existing courses, as well as to create standalone success courses. We are accelerating developmental education so that this part of their education takes less time for the students. Next semester, the required Accuplacer score in English for college writing will go down to let more students into college English. This has proven successful in several other colleges. We are working on different developmental pathways for STEM vs non-STEM students. Paul Raverta has done extensive work to make transferring between 2 year and between 2 and 4 year colleges more seamless. Dr. Santiago, Deputy Commissioner, is moving further, working with faculty in different majors (such as Economics, Biology, History) in 2 year and 4 year institutions to make transfer more consistent. We are looking at BCC's advising practices and have recently conducted the SENSE (Survey of Entering Student Engagement) to learn more about student experiences in their first weeks of the semester.
- c. **Improving Learning.** We are looking at requiring success courses and encouraging faculty to bring "success" pieces into their gateway courses. We have faculty initiated work going on internally regarding assessment (written communication and critical thinking) and we are part of a statewide assessment project (critical thinking, written communication and quantitative literacy). We are looking at the program review process to find ways to make it easier to accomplish and more useful to faculty. This is also one of the goals of the Strategic Planning task forces.
- d. **Workforce alignment.** The number of new certificates has been increasing to support students getting directly to work. In addition, work is being done to align math pathways to career goals.
- e. **Civic Learning.** The commissioner has added a focus on Civic Learning. Service Learning on campus will still take place. Civic Learning can be related to service learning, but does not have to be. Several faculty attended a workshop last week led by Bertrand Gilles regarding Civic Learning. Two faculty, BCC's IR Director, BCC's Service Learning Coordinator, and VP Feinerman will be attending a state conference about the Civic Learning expectations on November 14th.

Vice President Mulholland reported on the meeting held on November 13th at Conte.

Adult Basic Education:

Berkshire Community College's Adult Basic Education program is held at the South County Center. The highest priority is to get students through the pipeline and into workforce programs. The program curriculum plan is in alignment with college and career readiness standards.

Non-Credit Instruction:

An online registration system for non-credit courses and workshops will go live on February 1st. The department will be testing the system during the months of December and January before the go-live date.

Corporate Training:

Trustee Crane provided the academic planning committee with a history of the middle-school Robotics program and the start of the high-school Robotics program.

Grants were also discussed, as well as BCC's support of the Berkshire Innovation Center (BIC).

Trendsetter Award 2014:

In September, 1Berkshire presented Berkshire Community College with the 2014 Trendsetter Award for Growing and Advancing the Berkshire Economy. BCC was recognized for its unique collaborative partnership with the vocational schools in the Berkshires, in particular, Taconic High School.

Berkshire Enterprises:

BCC received a USDA Grant for \$48,000 to provide ongoing technical assistance to existing small businesses and startups to increase employment or prevent layoffs.

Osher Lifelong Learning Institute at BCC (OLLI) was also discussed at the academic planning committee meeting.

b. Executive

Nothing to report at this time.

c. Finance

Nothing to report at this time.

d. Human Resources

Trustee Laurens reported:

The committee met on Wednesday, October 8, 2014 to analyze the board self-evaluation results. The analysis has been sent to Board Chair Rodowicz for her review before submitting to the Commissioner.

e. Nominating

Nothing to report at this time.

7. ADMINISTRATIVE ACTIONS

a. Personnel Actions

Personnel actions were presented as follows:

Reassignment - Non Unit Professional

Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period September 30, 2014 through November 20, 2014.

8. OTHER BUSINESS

- a. Old - None.
- b. New - None.
- c. Upcoming Events - President Kennedy reviewed the upcoming events.

9. ADJOURNMENT

The meeting was adjourned at 6:00 pm. The next scheduled meeting will be held on January 27, 2015.

DATE: January 18, 2015

Respectfully submitted,

A handwritten signature in cursive script, reading "Kim Brookman", written over a horizontal line.

Kim Brookman

Approved:

A handwritten signature in cursive script, reading "Darlene Rodowicz", written over a horizontal line.

Darlene Rodowicz, Board Chair