



(UNAPPROVED)

BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING  
June 23, 2015

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, June 23, 2015 in the General Bartlett Room, Susan B. Anthony Building. Board Chair Rodowicz called the meeting to order at 4:35 pm.

PRESENT: Chair Rodowicz; Vice Chair Caccaviello; Trustees Bradway, Dindio, Ingegneri, Laurens, Wynn, and student trustee Chipalo

ABSENT: Trustees Crane, Hiltbold and Supranowicz

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice Presidents Bullock, Feinerman, Law and Mulholland; Assistant to the President, Kim Brookman; Special Guests: Commissioner Richard Freeland (DHE), Jennifer Perkins (DHE)  
Other BCC Guests: Christina Barrett, Christopher Broast (student), Peg Cookson, Tom Curley, Richard Felver, Gladys Garcia-Rijos 2015-2016 student trustee, Dave Moran, Erin Murphy, Eric Nystrom, Mitch Saviski, Ellen Shanahan, Gina Stec, Mark Sumy, Frank Van Valen, Beth Wallace, Rick Wixsom  
Press: Matt Cowdrey (PCTV)

2. APPROVAL OF THE MINUTES

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the April 28, 2015 meeting.*

3. COMMISSIONER RICHARD FREELAND

Commissioner Freeland noted that the public colleges and universities are at the top of the list of Massachusetts's most important assets in keeping the state strong and prosperous. The Commissioner thanked the Board for taking on the care of one of those institutions and quoted a familiar saying in higher education, "The campus can only go as far as the board will take it." The Commissioner then spoke about the upcoming administration, stating that he was optimistic for the future. Community colleges need to continue to set the bar high because this is where the future of the state and the country is being created. The focus needs to be on completion rates, closing achievement gaps and graduating more students from underserved populations.

#### 4. PRESIDENT'S REPORT

##### a. Student Leadership Recognition

Christopher Broast:

Vice President Bullock recognized Beth Wallace, Director of Student Engagement, who is vital to both the student government association and the student veterans association. The Vice President then recognized Christopher Broast as one of BCC's outstanding students for 2015, presenting him with a certificate.

Chris holds a 3.89 GPA. He was honored as a BCC recipient of the All-USA Scholarship Team through PTK and was the recipient of the Rotary Scholarship, Alan Robertson Veterans Scholarship and Austin Riggs Scholarship.

Chris's involvements include:

- Vice President of Service, Phi Theta Kappa
- Student Veterans Alliance Member
- Veteran Connection Facilitator for NAMI (National Association of Mental Illness)
- United Way STOP (Sober Truth of Prevention) Intern
- United Way Say It Proud Awards Coordinator
- United Way working with the Pittsfield Promise and Pittsfield Prevention Partnership, (Spring 2014-Spring 2015) Intern

Chris will transfer in the fall to the College of St. Rose to complete his Bachelor's in Social Work and plans to continue on to his Master's Degree. He wants to be a social worker, but will explore other options if given the opportunity.

Chris thanked Beth for being his rock while being a student at BCC.

Edson Chipalo:

President Kennedy recognized Edson Chipalo as 2015 Student Trustee, presenting him with a certificate.

- Edson is a Human Services major who is the first in his family to attend college maintained a 4.0 GPA his entire time at BCC.
- In addition to serving as BCC's Student Trustee:
  - Member of the BOT Finance Committee
  - Member of the Student Government Association
  - Student Ambassador
  - Tutor
  - Phi Theta Kappa
  - Intern at Berkshire United Way
  - Member of State Student Advisory Council
  - Appointed community college segmental student advisor to the Massachusetts Department of Higher Education's Board where he represented the Commonwealth's community colleges for this past academic year.

- Edson was the captain of the Cross Country team for 2 years and the longest member of the team, running in the most races.

Some of his highlights this semester alone are as follows:

- 2nd overall finish in the Charity Chug 5K, Time of 18:49
- 3rd overall in Dorothy Finnegan 5K, 18:12
- 1st Place in the Color Dash 5K Trail Run, 20:36
- 4th place overall in May Day 10K Road Race, 41:07
- 3rd place overall at Berkshire South 5K, 19:29
- 1st place in Up Front for Demar Race last November
- Also placed in top 3 positions in 3 races last semester, very consistent!

Edson will transfer to the College of St. Rose in the fall, where he will continue his quest to attain his law degree. He also plans to continue his love of running!

#### b. Strategic Plan

President Kennedy described the annual implementation process for the strategic plan. She spoke about the strategic planning goals and how they are tied to Vision Project goals.

Kennedy summarized the results of the first year:

- Action Plans Developed (Initiatives, Timeline, Actions, Stakeholders)
- Recommendations for Moving Forward
- Establishing Priorities for AY 15 – 16

Kennedy summarized what was learned in the first year:

- Vest In Culture
- Defining Accomplishments
- Incubator Projects were critical
- Empowering individuals creates opportunities
- Cross Divisional/Cross Functional
- Communicate
- Connect SP to statewide plan/goals

Tom Curley, Dean of Humanities, reported on Engaged Learning.

**Strategic Goal:**

To promote a dynamic, diverse environment that prepares students for the 21st century, encourages innovation, incorporates leading technology, and utilizes best practices to promote academic excellence.

**Key Strategy**

Academic Program Review: Strengthen the review of academic programs through a well-supported, timely process that promotes excellence within the programs as well as helping other programs through the insights gained in the process.

**Recommendations:**

- Provide support for faculty in program review process
- Limit written document to 30 pages
- Communicate results broadly
- Yearly update

**Key Strategy**

**Developmental Education:** Strengthen effectiveness of developmental education through the placement of students and use of innovative techniques to accelerate student's progress through the developmental sequence while ensuring readiness for college-level coursework.

**Recommendations:**

- Accuplacer pilot
- Track student success rates
- English writing center
- Expand BCC 101 and 102
- Math GPA project
- Transfer-In Credit

**Key Strategy**

**Online/Hybrid Learning:** Expand high-quality, online course offerings to empower those residents and would-be students who want to pursue higher education but cannot do so because they are limited by their work schedules, demands of family life, and/or lack of transportation.

**Recommendations:**

- Disseminate Mission Statement for Online learning
- Encourage faculty use of Moodle
- Provide training and professional development
- Implement Hybrid Teaching tutorial
- Faculty mentors

Peg Cookson, Coordinator of the Student Success Center, reported on Student Achievement.

**Strategic Goal:**

To construct an integrated enrollment and student support system that increases access, fosters student development, leads to increased retention and persistence, shortens time-to-credential, and improves graduation rates.

**Key Strategies:**

Design, implement, and assess a comprehensive enrollment plan with specific milestones; recruitment, admission, and assessment strategies; and targeted marketing.

Establish a first-year experience program that incorporates academic success strategies, educational and career planning, and diversity awareness.

Develop a proactive advising and mentoring system with dynamic monitoring, academic alerts, and timely interventions leading to improved retention.

- Priority Registration Campaign
- Investigate Options for First Year Experience Program
- Brown Bag Lunches
- Advising Best Practices – Academic “Road Map”
- Advising / Early Alert Tracking Systems

Recommendations:

- Purchase advising software program (Starfish, MapWorks, etc.)
- Develop structured advisor training program / professional development opportunities
- Develop and pilot First Year Experience Program

Richard Felver, Director of the Library, reported on Improved Infrastructure.

Strategic Goal:

To embark on major infrastructure improvements that use sustainable practices to modernize facilities, integrate advanced technologies, improve access, and create engaged learning spaces.

Key Strategies:

Update the Master Facilities Plan and complete renovations with a clear operational timeline and framework to minimize disruption.

Integrate technology planning to upgrade infrastructure and expand mobile functionality to support academics, student services, administration systems, and community partnerships.

- ADA Strategic Compliance
- Study completed by the Institute for Human Centered Design
- Reviewed by DCAMM & BCC
- Impacted Hawthorne and Melville renovations
- Helped gain significant funding for improvements to the courtyard and elevator installations
- Will influence future construction/renovations

Projects:

- Hawthorne and Melville Renovation
- Hardscape Improvements
- Master Plan Update
- Classroom Technology
- IT Infrastructure

Recommendations

- Formation of a Technology Solutions Committee
- Assist with identifying need
- Proposing IT solutions
- Improve campus-wide understanding of technology with focus on cost-effectiveness and efficiency.

Christina Barrett, Director of Marketing & Student Recruitment, reported on Advancing the Institution.

**Strategic Goal:**

To design and implement a multipronged framework that ensures accountability, emphasizes diversity, broadens public awareness and support, and solidifies BCC's role in the region's growth and development.

**Key Strategies:**

- Create a fresh branding, marketing, and messaging campaign through multiple communication and delivery channels.
- Strengthen and broaden research and assessment to provide data for informed decision making and documentation for institutional effectiveness through technology applications and analysis.
- Document all data sources and systems.
- Establish protocols for analysis and decision trees for data sources.
- Develop training program.
- Identify office to host data.
- Student surveys/focus groups.
- BCC branding / marketing campaign.

**Recommendations**

- Increase college-wide understanding and utilization of Office of Institutional Effectiveness
- Select PR firm for new marketing / branding initiative

Charles Kaminski, Dean of Business, Science, Math & Technology, reported on Collaborative Partnerships.

**Strategic Goal:**

To strengthen relationships with high schools, colleges, community organizations, business, and industry to provide experiential learning, seamless transfer, and career opportunities for students.

**Key Strategies**

- Identify existing partners and partnerships
- High school outreach - recruitment and engagement
- Institute guidelines for experiential learning opportunities
- Re-establish program advisory boards
- Investigate feasibility of early college program

**Existing Collaborations**

- Explore current community linkages (workforce, educational, service learning, clinical placements, internships/coop, professional networks of faculty and staff)
- Identify contacts at organizations and institutions
- Significant task requiring broad engagement and input from the campus community

- Recommendation 1: Long term effort – deferred to AY'15-16

#### Advisory Boards

- Engagement of advisory boards inconsistent across programs
- Priority to re-establish them across academic and partnership programs
- Awaiting outcomes of Engaged Learning program review process.
- Recommendation 2: Include advisory board creation and engagement for all subsequent program reviews

#### Experiential Learning

- Various opportunities for students to obtain real world experience linked to their studies
- Cross-division effort between academic and student affairs to establish suggested guidelines and protocols
- Hiring of consultant to research and complete interviews with stakeholders
- Recommendation 3: Steps towards streamlining and enhancing experiential learning considered for implementation in AY'15-16

#### Early College Programming

- Establish BCC program for grades 11 -12 to earn dual credit high school and college credit.
- Research of models used in Commonwealth
- Concept with superintendent – brought to county wide roundtable.
- Recommendation 4: Hire consultant to develop comprehensive model for marketing in AY'15-16 for AY'16-17 launch.

#### Coordination of High School Outreach

- Multiple staff and faculty visits may lead to inefficiencies and redundancies.
- Subcommittee of major players (Admissions, Off-campus sites, CVTE, STEM Starter) established.
- Endorsement and establishment of shared recruitment calendar.
- Recommendation 5: Expand use of recruitment and outreach calendar to broader campus community.

Gina Stec, Co-Chair of Strategic Planning Committee, gave a brief report on the incubators projects.

- Goal: to encourage creativity and innovation
- Must address key strategic goal/strategy
- All faculty and staff eligible to submit proposals
- Outcomes/Assessment will be tracked
- 9 projects approved for FY 15
- Ranging from \$1,000 to \$25,000

Ellen Shanahan, Co-Chair of Strategic Planning Committee, discussed the next steps in the process.

- June retreat
- Identification of priorities for AY 15 - 16
- Task Force Committees
- Annual Meeting Schedule
- Communication with faculty, staff, students
- August kick-off event
- Implementing recommendations from AY 14 - 15

5. STUDENT TRUSTEE REPORT

Edson Chipalo, Student Trustee thanked the BCC community for the opportunity they gave him to represent the students at BCC through his work as Student Trustee.

Edson reported the following:

Student activities have slowed down in the past month. The cross-country team has remained active. The team participated in the YMCA ColorSpash 5K, Dorothy Finnegan 5K, Dalton CRA 10K and 5K. The team will also participate in the 4th of July Independence Day Race.

Commencement day on May 29, 2015 was successful and graduates were very excited to have Elizabeth Warren as our commencement speaker. Awards Night was great and showcased so many of our talented students. BCC also held a Pinning Ceremony for the Practical Nursing Program on June 18, 2015.

On behalf of all the current students and recent graduates, we are very delighted for an excellent education BCC continues to offer, and we ask the Board to continue supporting our president, staff and faculty who play a pivotal role in our educational success.

6. ALUMNI TRUSTEE REPORT

Nothing to report at this time.

7. FOUNDATION BOARD TRUSTEE REPORT

Nothing to report at this time.

8. SUBCOMMITTEE REPORTS

a. Academic Planning

Nothing to report at this time.

b. Executive

Nothing to report at this time.



c. Finance

Vice Chair Dindio introduced John Law, Vice President for Administration & Finance/CFO. Vice President Law reviewed the finances for FY15.

The College will end the year with a modest surplus for the year due to:

- Careful Expense Management
- Timing Lag With Open Positions
- Fewer Retirements
- No Major Unexpected Facilities Issues
- Strong Year For Lifelong Learning

Trends:

- Countercyclical Enrollment
- Declining High School Population
- Smaller State Increases
- More Competition
- Higher Demand For Support Services

FY16 Budget Assumptions:

- Goal Of Breakeven
- Funding Formula
- State Appropriation Up \$400,000
- Enrollment Down 5% (FTE)
- Careful Expense Management
- Supporting Strategic Plan
- Disciplined & Flexible

Student fees:

- Total Fees Same For Past Three Years
- Technology Fee Same For Past Eight Years
- Increased Demand For Technology (Hardware, Software, Wireless, Etc.)
- Approach = Reduce Expenses First
- FY16 Expense Controls (69% Of Gap)
- FY16 Student Fees (31% Of Gap)

Recommendation:

- Increase Technology Fee By \$7 Per Credit
- Percentage Increase In Total Fees Among Lowest Statewide
- Implement Registration Fee Of \$20 Per Student Per Semester (Approved For Academic Year 2012-2013 But Delayed Until Necessary)

Security Services Contract:

- Current Contract Expires On June 30
- Issued RFP With Three Bids
- Committee Selected RIBI Security

- Impressed By Service Commitment, Expertise & Professionalism
- Increasing Complexity Of Security Management
- Hiring Director Of Safety & Security

Vice Chair Dindio presented the following motions:

*Upon a motion duly made and seconded, it was VOTED unanimously to approve an increase in the technology fee of \$7 per credit, as well as the implementation of a registration fee of \$20 per student per semester, for Academic Year 2015-2016.*

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the Preliminary FY16 Budget, including expenses in the amount of \$19,428,750, which are comprised of the following:*

State Appropriation	\$10,887,759
General Purpose Trust Fund	\$7,440,296
Lifelong Learning Trust Fund	\$627,225
Designated Trust Fund	\$125,900
Student Government Trust Fund	\$87,570
Cafeteria Trust Fund	\$260,000

*Upon a motion duly made and seconded, it was VOTED unanimously to approve a security contract with RIBI Security for five years with two additional one-year options for renewal in the amount of \$1,186,364 for the period of July 15, 2015 through June 30, 2020.*

d. Human Resources

Trustee Laurens reported the following:

Surveys, to help with the President's evaluation process, were sent to students, employees, community members and BCC trustees. The survey results will be reviewed at the next committee meeting scheduled for early September and will be presented to the Board at its October meeting.

The committee discussed having a Trustee Retreat to be held along with the regular board meeting on August 25<sup>th</sup>. Kim will survey board members to determine availability.

e. Nominating

Trustee Caccaviello reported the following:

A letter will be submitted shortly to the department of trustee relations with two recommendations.

9. ADMINISTRATIVE ACTIONS

a. Personnel Actions

Personnel actions were presented, consisting of:

- Faculty Appointments
- Department Chair Appointment

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period April 18, 2015 through June 15, 2015.*

10. OTHER BUSINESS

a. Old – None.

b. New – President Kennedy thanked Ross Dindio for his years of services as Vice Chair.

The 2015 Commencement video was shown to all attending.


c. Upcoming Events – President Kennedy reviewed the upcoming events.

11. ADJOURNMENT

The meeting was adjourned at 6:30 pm. The next scheduled meeting will be held on August 25, 2015.

DATE: August 3, 2015

Respectfully submitted,

  
Kim Brookman

Approved:

  
Darlene Rodowicz, Board Chair

