



(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, Ingegni, Laurens, Wynn, and student trustee Chipalo

ABSENT: Trustees Crane, Hiltbold and Supranowicz

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice Presidents Bullock, [redacted]

4. PRESIDENT'S REPORT

a. Student Leadership Recognition

[REDACTED]

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

[REDACTED]

President then recognized Christopher Broast as one of BCC's outstanding students for 2015, recognizing him with a certificate.

[REDACTED]

...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

• 2nd overall finish in the Dorothy Finney 5K, 18:49

- 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 the Frost for Dancer Race last November

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
- [Redacted]

[Redacted]

- English writing center
- Expand BSC 101 and 102

[Redacted]

- Math GPA project
- Transfer-In Credit

Key Strategy

Online/Hybrid Learning: Expand high-quality, online course offerings to empower those

[Redacted]

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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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 DOO's role in the region's

[REDACTED]

growth and development.

Key Strategies:

- Create a fresh branding, marketing, and messaging campaign through multiple

[REDACTED]

- Strengthen and broaden research and assessment to provide data for informed decision making and documentation for institutional effectiveness through technology

[REDACTED]

- 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

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

[Redacted]

[Redacted]

5.

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 VMCA Cross-Country Invitational on September 14, 2014.

[Redacted]

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:

[REDACTED]

- Careful Expense Management

[REDACTED]

- Fewer Retirements
- No Major Unexpected Facilities Issues
- Strong Year For Lifelong Learning

Trends:

- Countercyclical Enrollment
- Declining High School Population
- Smaller State Increases

- 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 DPL Security for five years with two additional one year



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.

There were no other business items presented for the meeting.

