

BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING  
August 23, 2016

1. CONVENING

[REDACTED]

23, 2016, in the General Bartlett Room of the Susan B. Anthony Building. Chair Rodowicz called the meeting to order at 4:30 pm.

he notified the students that they may receive emails that the signature was not acceptable but to

disregard them as he had resent.

Dr. Ubbani explained that it is the College's belief that this issue added an additional 2 weeks to the

ADN students' processing and three days to the LPN students' processing. The Director and the College apologized to the students during this process and again at this meeting.

Chair Rodowicz thanked the students for addressing the Board and noted the Board would continue to monitor the situation.

## 2. APPROVAL OF THE MINUTES

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the June 28, 2016 meeting.*



- 100% returned for the spring semester as compared to 74.4% of the total freshman population
- 87% are majoring in a STEM field
- 64% were full time

c. Finance

Trustee Mirante presented a motion to the Board regarding the new advising software system the college was purchasing. President Kennedy talked about the system and told the Board there would be a presentation on this new system at the November meeting.

*Upon a motion duly made and seconded, it was VOTED unanimously to approve a contract with The Advisory Board Company for membership in the EAB Student Success Collaborative. This contract will extend for five years from June 1, 2016 through May 31, 2021. The total amount is \$607,500 with payments of \$157,500 in Year 1 (i.e., \$45,000 for implementation plus \$105,000 for yearly service plus*

10. ADJOURNMENT

The meeting was adjourned at 5:27 pm. The next scheduled meeting will be held on October 4, [REDACTED]

*Kim Brookman*

2016.

DATE: September 22, 2016

Respectfully submitted,

Kim man

Approved:

Da e Rodowicz, r

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part outlines the specific procedures and protocols that must be followed when conducting financial transactions. This includes details on how to properly document each transaction, the roles and responsibilities of the individuals involved, and the necessary approvals required for each step.

3. The third part addresses the importance of regular audits and reviews. It explains how these processes help to identify any discrepancies or errors in the records, and provide an opportunity to correct them before they become more significant issues.

4. Finally, the document concludes by reiterating the overall goal of maintaining high standards of financial integrity and transparency. It encourages all employees to adhere strictly to the outlined procedures and to report any concerns or irregularities immediately to the appropriate authorities.