

BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING
October 6, 2015

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, October 6, 2015 in the General Bartlett Room, Susan B. Anthony Building. Board Chair Rodowicz called the meeting to order at 4:33 pm.

PRESENT: Chair Rodowicz; Vice Chair Caccaviello; Trustees Bradway, Crane, Dindio, Laurens, and Student Trustee Garcia-Rijos

ABSENT: Trustees, Hiltpold, Ingegneri, Supranowicz and Wynn

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice Presidents Bullock, Cote, Feinerman, Law, Mulholland, and Smith; Assistant to the President, Kim Brookman
BHE Office of Trustee Relations: Jennifer Perkins, Director
Auditor: David Dilulis, O'Connor & Drew
BCC Guests: Christina Barrett, Constance Berman, David Lesure, Nell McCabe, Matt Muller, Mitch Saviski
Press: Ryan Cowdrey (PCTV), Jonathan Levine (Pittsfield Gazette), Jim Therrien (Berkshire Eagle)

2. APPROVAL OF THE MINUTES

Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the August 25, 2015 meeting.

3. PRESIDENT'S REPORT

a. New Employee Introductions

Vice President John Law introduced BCC's new Director of Safety & Security, David Lesure.

b. MCCC Contract Negotiations Update

Constance Berman, MCCC President, updated the Board on contract negotiations.

c. Writing Center

BCC English faculty, Nell McCabe and Matt Muller provided a glimpse into what will be BCC's new Writing Center.

Students demonstrated the need to have a dedicated writing center. The committee looked at models of other writing centers and statistics of success rates comparing students who used a writing center and those who did not. Scores of students using a writing center were from 13-20 percentage points higher than those who did not.

Vision:

- Drop-in hours (Monday – Thursday, 10am – 2pm)
- Encourage and strengthen writing across the curriculum
- Peer tutors
- Visible central location

The grand opening will be on October 22nd.

d. Audit Presentation & Review

David Dilulis of O'Connor & Drew presented BCC's audited financial statements in accordance with generally accepted auditing standards. An unmodified opinion was issued and no materials weaknesses/deficiencies were noted.

GASB Statement 68, Accounting and Financial Reporting for Pensions (an amendment to GASB Statement 27) was adopted and implemented for FY15. Net Position at June 30, 2014 was restated to reflect the College's proportionate share of the net pension obligation for the Massachusetts State Employees' Retirement System.

Upon a motion duly made and seconded, it was VOTED unanimously to accept the FY15 Financial Audit Report as presented by O'Connor & Drew with potential immaterial modifications for KPMG regarding GASB 68 and unfunded pension liabilities from the state.

e. Foundation Report

Vice President Craig Smith reported on the BCC Foundation.

BCC Foundation:

- Founded in 1980
- Eighteen Board Members
- Current President – Gene Dellea

Foundation Mission: To foster and promote the growth, progress and general welfare of Berkshire Community College.

Functions of the Foundation:

- Provide funding for and manage scholarship and other financial accounts
- Fund special initiatives

- Provide financial support for students and faculty
- Serves as ambassadors for BCC in our local community and beyond

Osher Lifelong Learning Institute (OLLI):

- OLLI at BCC serves over 1,000 local residents, over age 50, with non-credit courses, trips, talks, special events and more

The Foundation manages OLLI's (\$2 million) endowment, the resulting income funds 40% of annual operating expenses.

Scholarships:

- The Berkshire Community College Foundation currently manages over 100 endowed scholarships (to establish: \$10,000 required)
- There are also more than 50 additional scholarships funded annually
 - 2013 – \$220,000, 165 students
 - 2014 – \$291,000, 190 students
 - 2015 – \$282,000, 183 Students
- In the past 14 years the BCC Foundation has awarded more than \$2.37 million in scholarships to more than 2,000 students!

South County Center:

- Purchased 1985
- Opened 1987, after extensive renovations
- Berkshire Community College is the Foundation's main tenant occupying 11,000 square-feet of space
- 7 classrooms, including an art space and computer lab
- It is now a full-service facility where students are admitted, advised, registered and can pay for courses
- Other tenants: Elements, GoodWorks Insurance and CHP Dental Clinic

South County Center Fall 2015:

- Hosts 166 students
 - 119 – Day Students
 - 138 – Evening Students
- 35 Credit Classes
- 43 Non-credit Workshops
- 41 students in the Adult Learning Program

In the past fiscal year the Foundation provided funding and support for:

- The BCC Library and for Academic Technology
- Campus Beautification
- The Barbara Nichols Fund and the purchase of a Video Monitoring System for BCC's Nursing Program
- Renovation of Adjunct Faculty Space

Funding for Faculty and Student Initiatives:

- Zine Magazine
- Biology Dept. Field Trip to Washington, DC
- English Dept. Field Trip to NYC
- Faculty Continuing Education (for example, out-of-state Math Conference)

Emergency Financial Aid:

- Text books
- Exam fees
- Assistance with living expenses
- Gas reimbursement for travel to a clinical placement

It's all about supporting our students.

f. BIC Update

Vice President Bill Mulholland reported on the Berkshire Innovation Center (BIC), displaying the new logo and speaking about the new building that is being proposed.

BCC ran two Workforce Programs in September, Thermoplastics for Medical Devices and Medical Device Development Regulation.

Vice President Mulholland also spoke about Routsis Plastics Training.

President Kennedy introduced BHE's Office of Trustee Relations Director, Jennifer Perkins. Jennifer spoke about the upcoming Trustee Conference being held on Wednesday, November 4th.

4. STUDENT TRUSTEE REPORT

Student Trustee Gladys Garcia-Rijos presented the following:

- Over 300 students attended BCC's student orientation on September 3rd.
- On September 8th, the first day of school, Student Government held an ice cream social.
- BCC's welcome back BBQ was held on September 10th; there were over 400 students in attendance. BCC's clubs and organizations provided information to new students.
- Goody Clancy met with 7 students regarding the Master Plan on September 10th.
- On September 13, the soccer team played Western New England and BCC won.
- The food pantry has been a huge success; many students are using it.
- Student government received 8 applications from new students to join.
- The Multicultural Student Services Organization (MSSO) now has a group of almost 30 students, who are currently attending all the meetings.
- The new library space is being used a lot.
- On September 22nd, the Commissioner of Higher Education in Massachusetts, Carlos Santiago, met with 12 students. The Student Government attended the All College meeting to hear the Commissioner speak.

5. ALUMNI TRUSTEE REPORT

Nothing to report.

6. FOUNDATION BOARD TRUSTEE REPORT

Nothing to report.

7. 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 presented the Final FY16 Budget.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the Final FY16 Budget, including expenses in the amount of \$19,270,483, which are comprised of the following:

<i>State Appropriation</i>	<i>\$ 10,771,967</i>
<i>General Purpose Trust Fund</i>	<i>\$ 7,397,821</i>
<i>Lifelong Learning Trust Fund</i>	<i>\$ 627,225</i>
<i>Designated Trust Fund</i>	<i>\$ 125,900</i>
<i>Student Government Trust Fund</i>	<i>\$ 87,570</i>
<i>Cafeteria Trust Fund</i>	<i>\$ 260,000</i>

d. Human Resources

Trustee Laurens read the following Presidential Evaluation Summary.

In conducting President Kennedy's 2014/15 evaluation, the Human Resources sub-committee of the Berkshire Community College Board of Trustees has determined that she has effectively addressed the mutually agreed upon goals that had been established, including but not limited to:

- implementation of College's new strategic plan
- professional development
- online application process
- ADA accessibility
- STEM initiatives

- logistics related to Hawthorne & Melville renovations.

In addition, information regarding the president's performance was collected from surveys of the Board members, community members, students, faculty and staff, all of which indicated an excellent performance by the president in areas such as:

- demonstrating personal integrity while serving as an effective leader
- communicating a clear vision for the college
- enhancing student access
- developing effective linkages within the community and other educational providers
- improvements to the physical plant
- having a visible presence on campus
- advocating for the college at the state level.

The sub-committee hereby respectfully submits the president's evaluation to the full board for a motion to accept.

Upon a motion duly made and seconded, it was VOTED unanimously to accept the president's evaluation as presented.

e. Nominating

Trustee Caccaviello reported that Governor Baker has appointed Kate McCormick and Peter Mirante to the BCC Board of Trustees. Caccaviello thanked Chief Michael Wynn and Al Ingegneri for their important and valuable contributions to the Board and to BCC as a whole.

8. ADMINISTRATIVE ACTIONS

a. Personnel Actions

None.

9. OTHER BUSINESS

a. Old – None.

b. New

Chair Rodowitz commended the efforts of all involved in the Strategic Planning process over the past year including the incubator projects that have been put forward.

Trustee Dindio made a motion that the Board send a letter to both Chief Wynn and Al Ingegneri, thanking them for the service they have provided to the Board, and for their dedication, to not only BCC, but also to the community.

Upon a motion duly made and seconded, it was VOTED unanimously to accept the motion as presented.

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

10. ADJOURNMENT

The meeting was adjourned at 5:52 pm. The next scheduled meeting will be held on December 1, 2015.

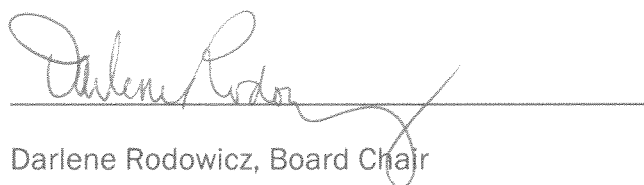
DATE: November 10, 2015

Respectfully submitted,

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

Kim Brookman

Approved:

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

Darlene Rodowicz, Board Chair

