

BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING
August 22, 2017

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, August 22, 2017, in G12 of the Susan B. Anthony Building. Vice Chair Caccaviello called the meeting to order at 4:31 pm.

PRESENT: Vice Chair Caccaviello, Trustees Bowen, Hiltbold, McCormick, Mirante and Zaffanella

ABSENT: Chair Rodowicz and Trustees Bradway, Crane and Student Trustee Preston

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice Presidents Cote, Delaney, Law, and Smith; Dean Sasso Curtis; Assistant to the President, Kim Brookman
BCC Guests: Alexandra Brandon (student), Richard Felver, Drew Hicks, Patty Kay, Chris Laney, Anne Moore, Andrea Robare, Mitch Saviski, Jonah Sykes
Press: Jeffrey Vecellio, (PCTV)

2. APPROVAL OF THE MINUTES

Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the July 19, 2017 meeting.

3. PRESIDENT'S REPORT

a. New Employee Introductions

Richard Felver, Director of Library Services introduced Andrea Robare, BCC's new reference librarian.

President Kennedy introduced Jonah Sykes, new Marketing & Communications Manager.

b. Navigate Utilization

President Kennedy gave a brief overview of the Navigate software.

Utilization numbers so far are as follows:

Number of Students Logging in to Navigate	187
Number of Students Logging in for the first time	175
Number of Students Returning to Navigate	12
Number of Advisors Logging in to Navigate	1
Number of Students Completing Intake Survey	32
Number of Students Utilizing "My Plan"	81

The system tracks areas such as goals for employment, goals for college, academic subject interests, and topics of interest.

Additional data includes:

- Students who have applied for a specific term and if they have logged into Navigate
- Students who have registered using Navigate
- The number of planned courses students have for a specific term.

c. Foundation and Fundraising

Craig Smith Gave the Board a synopsis of the BCC Foundation's mission, history, and some highlights.

Mission: To foster and promote the growth, progress and general welfare of Berkshire Community College, in accordance with its mission, and to solicit, receive, and administer and make gifts and donations for such purposes.

History

- 1980 - Foundation Founded
- 1985 - South County Center Purchased
- 1987 - SCC opened, after extensive renovations
- 1992 - Gene Dellea elected president
- 2017 - Foundation Pays off mortgage on South County Center
- 18 - Current number of board members

South County Center

- BCC is the Foundation's main tenant, occupying 11,000 square feet of space
- 7 classrooms, including an art space and computer lab
- Hosts 186 students
- 31 credit classes
- 53 non-credit workshops
- 50 students in the Adult Learning Program

Two of the functions of the Foundation include providing funding for scholarships and funding special initiatives. In 2017, \$290,000 was give to 173 students through scholarships.

The Foundation currently has \$10.255 million in total assets. The Annual Fund raised \$105,020 in FY17.

Fundraising events include 40 Under Forty, Harvest Run (October 21, 2017), and Not Your Average Dog Show.

d. Online Bill Pay

Anne Moore, Director of Student Financial Services gave the Board a run-through of the new online bill pay system at BCC.

The new system was launched on July 21st where students can pay their bill online. There are still some kinks to be worked out. The system is helping with the College's green initiative, no longer printing and mailing the over 3,500 invoices per term.

e. New Education Department

Patty Kay, Department Chair of the Education Department reported on the new education department.

Early childhood education (birth-8 yrs.) and elementary education (grades 1-5) were previously in two separate divisions. They are now together in the new education department, in the Humanities division.

A proposal was written in November 2015 outlining the reasons why having the two programs in one division. Unification would be advantageous for BCC students and the community.

The newly formed department will be able to be creative with programming, enabling new ventures such as the cohort program and articulation agreements. This will present a more cohesive presence to the community so that we can recruit any student who may be interested in teaching.

Patty Kay introduced Alexandra Brandon a student in early childhood education program who spoke about her excitement for being in the program this fall.

4. STUDENT TRUSTEE REPORT

Nothing to report at this time.

5. ALUMNI TRUSTEE REPORT

Nothing to report at this time.

6. FOUNDATION BOARD TRUSTEE REPORT

Nothing to report at this time.

7. SUBCOMMITTEE REPORTS

a. Academic Planning

Nothing to report at this time.

b. Executive

Nothing to report at this time.

c. Finance

Vice President Law reported that there would be a surplus for FY17. FY18 is on trend for -5%.

d. Human Resources

Jeff Hiltbold, Chair of the HR Committee shared that the committee is in the process of putting together President Kennedy's evaluation summary to submit to Commissioner Santiago. The committee will have a one page report summarizing what was submitted at next BOT meeting the HR Subcommittee will have a 1 page report summarizing what we submitted.

e. Nominating

Nothing to report at this time.

8. ADMINISTRATIVE ACTIONS

a. Personnel Actions

Deb Cote presented the personnel actions.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period June 13, 2017 through August 22, 2017.

9. OTHER BUSINESS

a. Old - None.

b. New - None.


c. Upcoming Events - President Kennedy asked everyone to review the Calendar of Events given to them. Orientation, Welcome Back Breakfast.

10. ADJOURNMENT

The meeting was adjourned at 5:50 pm. The next scheduled meeting will be held on October 3, 2017.


DATE: September 22, 2017

Respectfully submitted,



Kim Brookman

Approved:



Darlene Rodowicz, Board Chair