

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS****MINUTES OF TRUSTEES MEETING
August 27, 2013****1. CONVENING**

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, August 27, 2013 in the General Bartlett Room, Susan B. Anthony Building. Chair Rodowicz called the meeting to order at 4:32 pm.

PRESENT: Chair Rodowicz, Vice Chair Dindio, Trustees Bradway, Laurens, Roberts, Slattery, and Supranowicz

ABSENT: Trustees Caccaviello, Ingegneri, and Wynn

ALSO PRESENT: President Kennedy; Vice Presidents Bullock, Cote, Doscher, Feinerman, Law, and Mulholland; Assistant to the President, Kim Brookman; Guests: Christina Barrett, Lois Cooper, Thomas Curley, Traci Dundas, Anna Foss, Joanne Heaton, Christine Hoyt, Kelly Jourdain, Charles Kaminski, Liz Kassel, Jennifer Kerwood, Anne Moore, Jennifer Perkins (DHE/ Director, Office of Trustee Relations), Laura Saldarini, Mitchell Saviski, Karrie Trautman, Francis Van Valen; and Jonathan Levine, The Pittsfield Gazette

2. APPROVAL OF THE MINUTES

Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the June 25, 2013 regular and special meetings.

3. PRESIDENT'S REPORT**a. New Employee Introductions**

Academic Affairs:

- Dr. Traci Dundas, Assistant Professor – Mathematics
- Francis Van Valen, Assistant Professor – Mathematics
- Joanne Heaton, Assistant Professor – A.D.N.
- Laura Saldarini, Assistant to the Vice President for Academic Affairs

Student Affairs:

- Karrie Trautman, Coordinator of Financial Aid

Workforce Development/Community Education:

- Kelly Jourdain, Academic Coordinator - Southern Berkshire Community Adult Education Center
- Christine Hoyt, Staff Assistant – Workforce Development

b. Approval of Spring Sabbaticals

Vice President Feinerman recommended to the Board the approval of sabbatical leave applications from Professors John Osthoff and Annette Guertin, each for a half-year leave at full salary for the spring 2014 semester. This recommendation was based upon the strength of their applications, the Sabbatical Committee's unanimous vote to approve both, and Dean Kaminski's recommendations.

Professor Guertin will work with contextualized mathematics and math anxiety to investigate ways to make mathematics more accessible and user friendly for students.

Professor Osthoff will participate in self-study and complete coursework which will enhance understanding of the *Digital Learner* and allow him to improve on-line pedagogy and on-lone classroom management.

Upon a motion duly made and seconded, it was VOTED unanimously to approve sabbatical leaves for Professors Annette Guertin and John Osthoff for the spring 2014 semester.

c. Adult Basic Education

Kelly Jourdain briefly described the successful launch of BCC's Adult Learning Program in which one hundred six (106) students were served. The program is on target with the Vision Project, having an industry contextualized curriculum in the areas of healthcare, advanced manufacturing, and information technology.

The Project Link Program is another important program for adult learners. The program provides courses, advising and educational skills training to prepare GED (General Education Development) and ESL (English as a Second Language) students to enter BCC degree and certificate programs. Project Link participants take courses in basic writing, reading and mathematics, as well as seminars on such topics as study skills, employment prospects and applying for financial aid. Students receive "one-on-one" advising and assistance throughout the program to ensure it fulfills their individual educational needs.

Student Trustee Slattery, a former student of the Project Link Program, commended the importance of this program and the difference it made in his life. Slattery praised former program director Joe Hennessey and plans to do whatever he can to help the program's new director Barbara Baker in the upcoming academic year.

d. Sabbatical Report

Professor Lois Cooper reported on her 2013 spring sabbatical. The Vision Project goals that were addressed with her various sabbatical activities were improving college rates of high school graduates, achievement and assessment of learning, and promoting student engagement. Professor Cooper piloted a distance learning course for graduating majors. She also began work on a textbook for "Spanish in the Workplace."

Professor Cooper participated in graduate courses in "Linguistics of Spanish in the Americas" and in the "Cinema of the Transition from Franco to Democracy in Spain" as *Professeure*

invitée at the Université de Paris-8. She also gave two presentations at the Université de Paris-8 on how we use technology to engage at-risk students in Spanish at BCC.

e. Workforce Development Update

Bill Mulholland spoke about two of the workforce development programs BCC is working on, the Enhanced Nursing Assistant Program and the Pathways Out of Poverty College Transitions Program.

The Enhanced Nursing Assistant Program is running through the Berkshire County Regional Employment Board (BCREB) with BCC as the primary training provider.

The program components include:

- Medical Encounters & Job Shadowing
- Life Skills Course
- Essential Math for Healthcare
- C.N.A State approved program
- Enhanced N.A. (focus on acute and restorative care)
- ESOL instruction

The Pathways Out of Poverty College Transitions Program is an \$81,188 grant through the Massachusetts Clean Energy Center. It follows a bridge to college model. The program goals are college readiness and clean energy/green technologies.

The program components include:

- Life Skills Course
- Introduction to Green Jobs Seminar
- Essentials of Green & Business Math Workshop
- Computer Literacy Workshop
- Introduction to Renewable Energy Course
- Communicating with Impact Workshop
- Career Coaching
- Job Search & Placement

4. STUDENT GOVERNMENT REPORT

The student government report was given by Student Trustee Kyle Slattery. The SGA will attend orientation training on August 27th in preparation for their participation of orientation on August 28th.

The first meeting of SGA for this academic year is scheduled for September 10th.

5. SUBCOMMITTEE REPORTS

a. Academic Planning

None.

b. Executive

None.

c. Finance

Vice President Law began by reviewing the FY13 Budget. Law also reviewed the foundation funding requests which total \$225,595. Some of the items in this request included an autoclave, microscopes, lab equipment, theatre lighting, a piano, a salad bar, and CIS equipment.

Vice Chair Dindio suggested that a letter to the Foundation be fashioned and signed by all board members thanking the foundation for past, present, and continued support.

Upon a motion duly made and seconded, it was VOTED unanimously to approve sending a letter signed by each of the trustees thanking the Foundation for past, present, and continued support.

Vice President Law presented the Preliminary FY14 Expense Budget.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the Preliminary FY14 Expense Budget in the amount of \$18,927,418, which is comprised of the following:

<i>State Appropriation</i>	<i>\$ 9,660,798</i>
<i>General Purpose Trust Fund</i>	<i>\$ 8,122,695</i>
<i>Lifelong Learning Trust Fund</i>	<i>\$ 627,225</i>
<i>Designated Trust Fund</i>	<i>\$ 126,000</i>
<i>Student Government Trust Fund</i>	<i>\$ 140,700</i>
<i>Cafeteria Trust Fund</i>	<i>\$ 250,000</i>

d. Human Resources

None.

e. Nominating

None.

6. PERSONNEL ACTIONS

Vice President of Human Resources Deb Cote presented the personnel actions as follows:

Appointments – Unit Professionals

- Molly Guest, Assistant to the VP of Administration & Finance (July 7, 2013)

Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period June 18, 2013 through August 19, 2013.

7. OTHER BUSINESS

None.

8. UPCOMING EVENTS

- a. Welcome Back Barbecue – September 5th at 11:30 am
- b. Convocation Ceremony – October 17th at 12:15 pm
- c. Berkshire Orchid & Tropical Show – October 25th-27th

9. ADJOURNMENT

The meeting was adjourned at 5:48 pm. The next regularly scheduled meeting will be held on October 1, 2013.

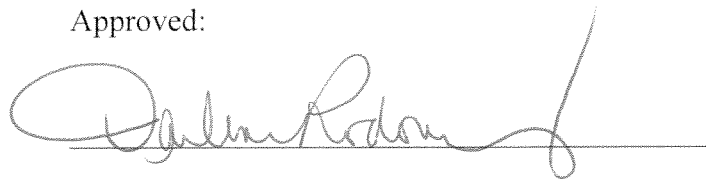
DATE: September 20, 2013

Respectfully submitted,



Kim Brookman

Approved:



Darlene Rodowicz, Chair