

BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING
June 28, 2016

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, June 28, 2016, in Room 207 of the Hawthorne Building. Chair Rodowicz called the meeting to order at 4:35 pm.

PRESENT: Chair Rodowicz, Trustees Bradway, Laurens, McCormick, Mirante and Student Trustee Garcia-Rijos

ABSENT: Trustees Caccaviello, Crane, Dindio, Hiltbold and Supranowicz

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice Presidents Bullock, Cote, Law, Mulholland and Smith; Assistant to the President, Kim Brookman
BCC Guests: Christina Barrett, Tom Curley, Drew Hicks, Raj Kaur (2016-2017 Student Trustee), Tyrone Keels (student), Mitch Saviski, Geoff Tabor and Rick Wixsom
Other Guests: Duncan Grant (DCAMM), Michael Missoni (DHE), Philip Schaeffing (Goody Clancy)
Press: Ryan Cowdrey (PCTV), Jonathan Levine (Pittsfield Gazette)

2. APPROVAL OF THE MINUTES

Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the April 26, 2016 meeting.

3. PRESIDENT'S REPORT

President Kennedy introduced Michael Missoni, the Department of Higher Education's new Director of Trustee Relations. Mr. Missoni greeted everyone and gave a brief overview of his position. There will be a Statewide Trustee Conference at UMASS Lowell on October 27th.

a. Student Recognition

Vice President Bullock announced Alfredo Cruz as BCC's 29 Who Shine award recipient for this year. The Vice President introduced Gladys Garcia-Rijos and Tyrone Keels as the recipients of the All USA Community College Academic Team.

Geoff Tabor, who oversees the Phi Theta Kappa organization, presented the awards to Gladys and Tyrone.

President Kennedy presented the citations given by the Massachusetts Senate to honor these two students. She also presented a leadership award to Gladys from the Massachusetts Community College Trustee Association.

b. Facilities Master Plan

President Kennedy introduced Duncan Grant from DCAMM and Philip Schaeffing from Goody Clancy.

Philip updated the Board on the Master Plan.

“Great work has already been done and significant progress made on critical projects that have improved the BCC campus and student experience. There are challenges to overcome – much remains to do but funding is limited and uncertain. The Master Plan positions projects for the state and DCAMM and is a tool for the college to make smaller scale changes.”

President Kennedy announced a campus visit that will take place on August 1st under the opuses of the Secretary of Education to begin a Strategic Capital Assessment.

President Kennedy talked about a memorial service that was held for Bob Boland on Sunday. It was an incredible outpouring.

4. STUDENT TRUSTEE REPORT

Student Trustee Gladys Garcia-Rijos gave the following remarks.

“Good evening everyone!

Before I begin my report, I would like to welcome the new student trustee, Raj. Raj is originally from Queens, NY. She has been living in Massachusetts for 11 years. She is currently an active member of MSSO and Student Government. In the fall, she will begin her journey in the nursing program. Her goal is to become a medical doctor. She is planning to transfer to UMass Amherst after she graduates from BCC. Raj is currently a CNA and works as a cashier at a store. I would say that she is a valuable, intelligent, and passionate woman. She speaks 4 languages fluently; I see her as a leader. I can say with certainty that she is a perfect fit for this position. Raj, I wish you the best of luck as the new student trustee, welcome.

Now, I would like to continue with what I have been waiting to say. I would like to say thank you, thank you, and thank you to all of you, including the faculty and staff. We all have a lot of responsibilities outside of BCC, but today as other past days we are all taking the time to make big changes. I have seen a couple of times the dedication that exists among this Board. You all have made a lot of wonderful changes for our BCC community, but especially in my life. I’m grateful that I had the opportunity to get to meet all of you.

Today is my last day as the student trustee, but I know that is not the last day that I will receive your help, support, and advice. This is something that our BCC community does without any difficulties. Many people will say that I have achieved great things, and that is true, but that is because I have received the help, support, and advice that I needed. I never thought that I was going to be an intern

at the District Attorney's office, thank you Paul, or at the Public Defense Division. I never thought that I was going to be able to work with a private lawyer as a paralegal without being certified for it. I never thought that I was going to get a full time job at Greylock Federal Credit Union as a teller with just sending an email asking for help, thank you Pete. I never thought that I was going to receive some monetary help when my family's apartment was under construction due to a fire, thank you Smith. Thank you President Kennedy for writing two wonderful letters of recommendation for my transfer application. Thank you Christina for helping me with my AP scores and for being a good friend of mine. Thank you OLLI Program for giving me a wonderful person as my mentor, Peter.

I just mentioned a few things of all the million things that BCC has done for me. I can keep listing names, but I will never be done. I figured that I should just say thank you so much to everyone in this room, including those who are not present. I want to say keep all the hard work, I know it can be stressful sometimes, but you do a great job. Thank you so much for your time, support, and dedication to this wonderful community college and its student body."

5. ALUMNI TRUSTEE REPORT

Nothing to report.

6. FOUNDATION BOARD TRUSTEE REPORT

Trustee Laurens reported the following:

"A board meeting of the Berkshire Community College Foundation was held on May 26, 2016 at BCC's South County Center.

The College President's Report was presented by Ellen Kennedy. President Kennedy led a presentation about permanently moving Foundation bookkeeping to the BCC business office. She stated that: A majority of the 15 Mass Community Colleges have made this move. She mentioned that the temporary transition has been smooth and some efficiencies are already in place. The former bookkeeper is on retainer through June if needed, but so far her assistance has not been required. The College has analyzed necessary Workflow Requirements and estimates that the cost of these services is anticipated to be \$42,400. The Foundation unanimously agreed to support this transition.

The Treasurer's Report was presented by Patricia Sinclair. Pat reiterated that the transition of Foundation bookkeeping services to the BCC Business office has gone well. She highlighted the efficiencies mentioned by President Kennedy, including the ability to deposit checks directly into Foundation accounts using remote capture in the billing office and also streamlining the processing of payroll deductions. She noted that the former bookkeeper's records were impeccable and therefore no issues are expected with the FY 15-16 audit. Pat reviewed the Balance Sheet for April 30, 2016 and stated that unfortunately, investment returns are still low. She also mentioned that there is a \$45,000 balance left on the South County Center mortgage and that the Foundation paid out \$75,000 in scholarships for Spring 2016.

The South County Center report was presented by Julie Hannum. Julie mentioned that furniture has been upgraded in several classrooms using furniture from the main campus renovation. She shared that enrollment was down in Fall '15 as compared to Fall '14. This is partially based on the relocation of the LPN program to the Pittsfield campus. There is concern about this decline and the College is looking at ways to increase enrollment, including outreach programs and advertising to bring in more

students from across the CT and NY borders. A large part of the decline is attributable to the declining high school-aged population in Berkshire County.

Executive Director's Report was presented by Craig Smith. Craig announced the funding of a scholarship for Mount Everett graduating seniors to come to BCC. The initial gift was \$25,000 with the possibility of another 12 or 13K more to come this year and similar funding for the following year. The Mount Everett scholarship committee expects to make six awards from fourteen applications for Fall 2016. Two of those students will receive a full scholarship for tuition, fees and books. The others will receive lesser amounts. Craig also announced a new endowment gift of \$100,000 which should conservatively produce \$3,000 in scholarships annually.

The Scholarship Committee Report was presented by Jennifer Larkin. \$251,200 in scholarships were made available this year. This does not include emergency monies allocated through the year on an as-needed basis. A committee of 20 reviewed 239 applications. 143 students are expected to receive 235 scholarship awards."

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 presented the preliminary budget for FY17. Law reported the possibility of a 9C cut this year.

Trustee Mirante presented the following two motions.

Upon a motion duly made and seconded, it was VOTED unanimously to approve an increase in the college service fee of \$6.00 per credit for Academic Year 2016-2017.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the Preliminary FY17 Budget, including expenses in the amount of \$19,376,674, which are comprised of the following:

<i>State Appropriation</i>	<i>\$10,975,521</i>
<i>General Purpose Trust Fund</i>	<i>\$7,272,683</i>
<i>Lifelong Learning Trust Fund</i>	<i>\$675,000</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>\$240,000</i>

d. Human Resources

Nothing to report at this time.

e. Nominating

President Kennedy updated the group on the progress of the committee. The Governor's intention is to have the new trustees appointed by the end of August.

8. ADMINISTRATIVE ACTIONS

a. Personnel Actions

Deb Cote presented the personnel actions, consisting of:

- Appointments – Non-Unit Professionals
- Appointments – Department Chairs

Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period April 20, 2016 through June 16, 2016.

9. OTHER BUSINESS

a. Old – None.

b. New – None.

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

10. ADJOURNMENT

The meeting was adjourned at 5:50 pm to conduct the annual meeting. The next scheduled meeting will be held on August 23, 2016.

DATE: August 10, 2016

Respectfully submitted,



Kim Brookman

Approved:



Darlene Rodowicz, Board Chair

