



(ATTACHMENT I)

BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING
November 27, 2018

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, November 27, 2018, in G12 of the Susan B. Anthony Student Center. Chair Rodowicz called the meeting to order at 4:30 pm.

PRESENT: Chair Rodowicz; Trustees, Bowen, Casper, Crane, Hiltpold, Kiely, and Zaffanella

ABSENT: Vice Chair Caccaviello; Trustees McCormick and Mirante; Student Trustee Garcia-Rijos

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice Presidents Berne, Cote, and Law; Dean Sasso Curtis; Assistant to the President, Kim Brookman
BCC Employees and Guests: Chris Aylesworth, Toni Buckley, Michele Darroch, Drew Hicks, Shela Hidalgo, Katherine Polchlopek, Chuck Prescott, Margaret Stephenson, Denise Talabach, Kate VanAlstyne (PTA student), Christina Wynn
Press: Jonathan Levine (Pittsfield Gazette), Jeff Vecellio (PCTV)

2. APPROVAL OF THE MINUTES

Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the October 2, 2018 meeting.

3. PRESIDENT'S REPORT

President Kennedy introduced new Berkshire Community College Trustee, Cheryl Casper.

a. New Employee Introductions

Dean Aylesworth introduced new LPN faculty members Katherine Polchlopek and Denise Talabach.

President Kennedy introduced Toni Buckley, BCC's new Director of Alumni Relations and Shela Hidalgo, BCC's new Director of Development.

b. NECHE Update

Chuck Prescott and Margaret Stephenson briefly updated the Board on "NEASC" (New England Association of Schools and Colleges), newly renamed NECHE (New England Commission of Higher Education).

There are approximately 85 people working on the self-study report. The report will show the findings made when studying the institution against the commission's standards, ending with a 100-page document.

Co-chairs and committees were established in the fall of 2017. During the spring of 2018, the steering committee was formed. The standard committees began monthly meetings and began gathering information for the working document. Committees are now writing bullet point drafts for their standards. In January 2019, the writing team will compose a draft narrative for each standard. In February 2019, co-chairs and President's Cabinet will share initial feedback. Meetings will be held with committees to review drafts for clarification and revisions. Revisions and projections will be written March. The near-final drafts of chapters will be shared with the campus community in April. In May, the full draft of the self-study will be submitted for commission review. Summer 2019, revise, revise, revise. The final 10-Year Self-Study will be submitted on Friday, September 6, 2019. The NECHE visiting team will be on campus October 20-23, 2019.

c. Nursing Update

Vice President Berne updated the Board on the nursing program. BCC has until the 14th of January to submit additional information to the ACEN peer review committee. A report is due to MABORN on January 31st to demonstrate the full implementation of the plan that was submitted on September 30th.

Chris Martin and Ann Tierney have come out of retirement to help with this process. It's important to teach to the program outcomes. BCC has hired a consultant, Dr. Nancy Bittner, who has been conducting workshops with both ADN and LPN faculty to help with this endeavor.

d. Physical Therapy Assistant Program Review

Vice President Jennifer Berne introduced Michele Darroch, Program Advisor for the Physical Therapist Assistant Program.

Dr. Darroch presented her program review to the Board.

BCC's PTA program has been accredited since April 1992 by the Commission on Accreditation for Physical Therapy Education (CAPTE). The accreditation process happens every ten years and includes a self-study, onsite visit, commission decision, and annual reports. 100% of BCC students who graduate from the program achieve licensure and employment in that field.

The Bureau of Labor Statistics outlook for employment in this field shows a 31% increase between 2016-2026, with the average annual salary ranging from \$57,430 - \$62,400.

The program has been approved to admit a cohort every year, instead of every other year.

Every class of students becomes a family, working hard to achieve their goal. Students range from 18-65 years of age, with the average around 35.

Clinical sites are very pleased with BCC students.

Dr. Darroch introduced Kate VanAlstyne, a 2019 PTA student, to speak about the program. Ms. VanAlstyne talked about how much she loved the program and the three strengths she sees the program to have. 1) diversity of the students, 2) expertise of the faculty, 3) structure of the program.

Trustee Zaffanella asked why BCC doesn't open the program up to more students. Dr. Darroch explained that there were not enough clinical sites to accommodate them. Trustee Kiely asked if BCC's PTAs went on to become physical therapists. Dr. Darroch replied yes and said that BCC has an articulation agreement with MCLA for this program of study.

e. BCC Mission

President Kennedy reviewed BCC's mission statement. Much discussion ensued. Some suggestions and comments included:

- The first paragraph says it all.
- What is the purpose of the mission statement? It should be short and crisp.
- What it says depends on where you want to go with it. It should be short, for branding purposes.
- It should have something about workforce development.
- It should be short but should add workforce development.
- It should be shown on all the flat screens around campus to reinforce.
- It should include the word quality.

President Kennedy ended the discussion, saying more conversation will be had in the future.

4. STUDENT TRUSTEE REPORT

No report. Sonia Garcia-Rijos was unable to attend meeting.

5. FOUNDATION BOARD TRUSTEE REPORT

Lori Kiely reported the following.

Foundation held its annual and regular meetings on October 18, 2018

- Pat Sinclair retired from the Board leaving the treasures space vacant.
- Tess Sorrentino was elected Treasurer
- Sam Russo was elected to the Foundation Board

40 Under Forty

- March 31, 2018, at the Berkshire Plaza Hotel
- Nominations are now open and can be submitted until December 15, 2018
- Several sponsors have been secured and the Foundation is actively seeking more. Sponsorship opportunities will remain open until mid-February.

Harvest Run

- Was the most successful year yet, raising money for the Nursing and Allied Health Programs.

Annual Fund

- Foundation's Annual Fund drive was mailed and emailed out as scheduled.

6. SUBCOMMITTEE REPORTS

a. Academic Planning Committee

The meeting was held in the new Digital Commons.
Academic Affairs Overview:

Digital Commons

- Computer Lab and Coordinator of Academic Computing position now under Academic Affairs, relocated to the library as Digital Commons this fall
- New space more suited to the kind of work that happens there employing eight work-study students in addition to part-time assistants.
- Collaborative working spaces available for study and group work

Guardian Grant

- Now in our fourth year of financial literacy education thanks to generous grants from the Guardian Life philanthropic branch
- We have been able to offer free financial literacy courses to students that provide three business designated credits
- Expanded our offerings over the years to a broader set of students, courses in our satellite locations and non-credit workshops
- Last year we expanded to hybrid courses and a debt forgiveness program. Students are given a "loan" of up to \$750 which is forgiven at the completion of the course.
- This year the grant increased to \$253,000 as a result of our proposal to fund the new position of Financial Literacy Coach on campus. Interviews are happening now and we hope to have this person in place within the next few weeks. The new coach will work with financial aid and assist students with their personal finance issues
- Funding also supports paid internships to get students working in the community
- We are also able to offer a concurrent enrollment section with Taconic.
- Guardian regularly assesses the results of the grants doing pre and post course survey for students.
- Since 2014 over 160 BCC students have taken Money Management for Life, fully funded through Guardian

Mass Teach

- State-wide, collaborative proposal to National Science Foundation; first time grant given to state-wide group and community colleges
- Looking for science educators. Students get Associates degree then transfer for Bachelors in a STEM field promising to teach in an at-risk district for four years and receive a \$10,000 per year scholarship
- Funded for 5 years with 6 colleges/universities in pairs. BCC is paired with MCLA.
- Students can save \$35,000 toward Bachelor's degree by starting at BCC and transferring to MCLA

Incubator Projects

- Adjunct Faculty Fellow position was an initiative of the Engaged Learning sub-group of the Strategic Plan Committee
 - Identified a need for increased support and professional development for Adjunct faculty as well as a way to help them engage on campus
- Mentoring at BCC. Under the umbrella of mentoring but targeting a different subset of students than the OLLI mentoring program.

- BCC faculty and staff identify as willing to mentor a student; students can self-identify or be recommended by faculty

Community Engagement, Education & Workforce Development Overview:

Office Move

- At the end of August, the Work force team moved to the main campus and they are now located in Field 102 and 107, formerly the computer labs.

LERN Program Review

- Earlier this year, the division signed on to a membership with LERN – Learning Resources Network. LERN is the world's largest association in continuing education and lifelong learning, offering information and consulting expertise to providers of continuing education and customized training.
- LERN provided a full program review which looked at several areas in order to identify opportunities for growth and improvement while adopting some best practices within the industry.

Adult Learning Program (ALP) Funding Update

- Grant funding - FY18 was the final year of a 5-year grant cycle and in December a new grant proposal was submitted to the Massachusetts Department of Secondary Education (DESE). While the initial grant proposal did not receive high scores, a successful follow up meeting with DESE secured funding for the program. In July we were told that we will receive an additional 70k-85K in September that will return the program to a fully funded status.

Workforce Hospitality Programming (TRAIN grant)

- Corporate Training submitted an application for funding from the DHE's Training Resources and Internship Networks (TRAIN) Grant Program in partnership with Main Street Hospitality Group, Mezze Restaurant Group and Tourists. Awards will be made by the end of October and will provide curriculum development, non-credit course tuition and internship stipends for 45 students who are either unemployed or underemployed.

The following three tracks will be offered:

- A Certificate in Hospitality Core Skills
- A Certificate in Culinary Core Skills
- A Certificate in Hospitality Supervisory Core Skills

Monument Mountain Innovative Pathways Project

- MMRHS proposed working with BCC as their education partner as they apply for a MA DESE planning grant for Innovative (Guided) Pathways that address local workforce needs and lack of CVTE (Career Vocational Technical Education) in south county. They are looking at an apprenticeship/internship college and career pathway model that includes at least two college classes. The partnership includes looking at related staff to discuss potential pathway details, e.g., college courses, Bridge to College, concurrent enrollment, articulations, etc.

b. Finance Committee

Vice President Law announced that the numbers for this year were slightly better than expected. Comptroller, Mitch Saviski has begun the budgeting process for 2020.

7. ADMINISTRATIVE ACTIONS

a. Personnel Actions

Vice President Cote presented the personnel actions.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period September 25, 2018 through November 20, 2018.

8. OTHER BUSINESS

a. Old - None.

b. New - None

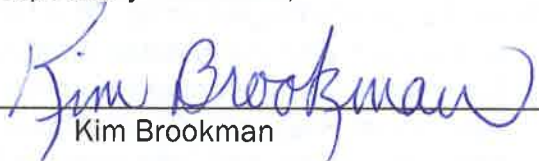
c. Upcoming Events - link to events is on the website

9. ADJOURNMENT

The meeting was adjourned at 5:51pm. The next scheduled meeting will be held on January 22, 2019.

DATE: January 22, 2019

Respectfully submitted,




Kim Brookman

Approved:



Darlene Rodowicz, Board Chair



Date