

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING
January 31, 2017**

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, January 31, 2017, in the General Bartlett Room of the Susan B. Anthony Building. Trustee Dindio called the meeting to order at 4:30 pm.

PRESENT: Trustees Bradway, Caccaviello, Dindio, Hiltbold, Laurens, McCormick, Mirante and Student Trustee Palmieri

ABSENT: Chair Rodowicz, Trustees Crane and Supranowicz

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice Presidents Delaney, Law and Smith; Deans Klepetar and Wallace; Assistant to the President, Kim Brookman
BCC Guests: Chris Aylesworth, Peg Cookson, Julie Hannum, Charlie Kaminski, Chris Laney, David Lesure, Carl Maaia, Eric Nystrom, Charles Park, Chuck Prescott, Sherry Scheer, Ellen Shanahan, Gina Stec, Charles Stephens, Frank Van Valen, Rick Wixsom, Christina Wynn and Mary Zanconato
Press: Jonathan Levine (Pittsfield Gazette), Jack, Fazzino, Jeffrey Vecellio and David Wyatt (PCTV)

2. APPROVAL OF THE MINUTES

Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the November 29, 2016 meeting.

3. PRESIDENT'S REPORT

a. Program Reviews

Interim Vice President of Academic Affairs, Maura Delaney spoke to the Board about Program Review as an assessment tool.

Program reviews help to ensure that faculty have the evidence and resources to analyze their programs' strengths and needs, identify areas needing change, identify steps needed to make programs more effective, and to do so in a way that is collaborative and collegial.

We are working to provide more supports for faculty leading the program review process to make the review of programs a process in which faculty leaders of the programs work together and support each other. Results of the program reviews will be communicated more broadly. We will be adding a brief yearly update to the review process, noting significant changes in program outcomes or needs and steps that move the review's final action plan forward.

4. STUDENT TRUSTEE REPORT

New Student Danielle Palmieri reported the following.

On Monday, January 16th, Berkshire Community College's students and faculty came together to strengthen the community through volunteerism, for Martin Luther King Jr. Day of Service. There were approximately 65 volunteers, which was an excellent turnout. Everyone gathered at the First United Methodist Church before splitting up into various groups. The volunteer opportunities included a site project for Habitat for Humanity, an activity with kids at the Gladys Allen Brigham Community Center, and the Harvest Table to cook and serve food for the community. Danielle volunteered for the Gladys Allen Brigham Community Center, where there was an eco-friendly activity with paper towel rolls. The children's imagination came to life as these paper towel rolls soon turned into minions, rocket ships, and castles. There was also an activity for the older children and teens, in which they made reusable shopping bags out of T-shirts. Our community came together and showed that it was a day on, not a day off!

On Thursday, January 19th, was New Student Orientation. Students eagerly gathered to begin their BCC journey. There were over 70 new students. The morning began with the Student Services Fair and our Welcome presentation. The speakers included: President Ellen Kennedy, Eleanore Velez, Beth Wallace, Lauren Pellegrino, David Lesure, Pam Farron, and Student Trustee Palmieri. There was also a panel with the deans: Chris Aylesworth, Charlie Kaminski, and Chris Laney. Student leaders led the campus tours, in which many activities were planned for the new students. Some examples include teaching them the basics of financial aid, safety and security, and posing for a "My BCC" picture. Later, they were welcomed to ask questions to a student panel, which was followed by a raffle. The new students left feeling welcomed and ready to start the semester!

On Thursday, January 26th, was the Welcome Back Pizza Bash from 11:30 am-1:00 pm in the cafeteria. Students were able to have a caricature sketched as well. This allowed new and returning students to connect!

5. ALUMNI TRUSTEE REPORT

Jeff Hiltbold reported the following.

In December, Alumni had a table at the BHS craft fair and gathered contact information for thirty-five alumni. The group is working on building an alumni calendar of small events – the focus this

year is friend raising and creating an alumni presence in locations where potential alumni are already gathered, such as the BHS craft fair.

Paint 'n sip is Friday, February 10th, at Berkshire Paint 'n Sip 305 North Street starting at 7 pm. The cost is \$35 and a portion of proceeds goes to the alumni association. Cindy Shogry-Raimer and Melissa Meyers, were on the Taconic radio station to advertise it this morning.

Thunderfest is March 4th, in North Adams – we are discussing the possibility of having an alumni table.

April/May will be our annual meeting.

April 28-29 is scheduled for the BCC hackathon event – alumni board members will be assisting as needed.

BCC dog show is scheduled for April 30th and alumni will be assisting.

6. FOUNDATION BOARD TRUSTEE REPORT

Vice President Smith reported for Trustee Laurens.

40 Under Forty received approximately 150 nominations representing about 120 different people (some individuals received more than one nomination. Numbers are slightly lower than last year, but that is positive. Companies are realizing that we are only allowing one honoree per employer, and discussing internally who to nominate. Vice President Smith encouraged board members to purchase tickets, which are available on the BCC website and the provided details. The event will take place on March 23rd at the Crowne Plaza in Pittsfield. Doors will open at 5 PM and the program will begin around 6:00 PM. Tickets are \$50 each and include heavy hors d'oeuvres. There will be a cash bar. Sponsorships are selling well, the event will be publicized in a special section in the Berkshire Eagle on March 15th.

The BCC Foundation Finance & Investment Committee determined scholarship distributions for 2017 based on 2016 activity. The Board voted to make a 4% distribution from the scholarship endowment, yielding approximately \$223,000 from endowed funds and an estimated \$40,000 from additional scholarship monies, totaling in the \$270,000 range. This amount will more than cover the cost of inflation and represents a slight increase in scholarship funding to BCC compared to 2016.

Save the date for the second annual Community College Night at Fenway Park, which will be held on Thursday evening, September 28 at 7:05 PM versus the Houston Astros. All or most of the community colleges throughout the Commonwealth will be participating. As was the case last year, community colleges and students will be acknowledged on the field before the game. More details are forthcoming. The Red Sox will provide a ticket purchasing link this spring.

The BCC foundation will be asked to fund the purchase of a state-of-the-art software program (Raiser's Edge) for use in the Foundation Office at the College. The existing software is not effective, and this will greatly enhance efficiency, ability to raise money and better track contacts and prospects.

7. SUBCOMMITTEE REPORTS

a. Academic Planning

Nothing to report at this time.

b. Executive

Interim Dean of Student Affairs, Beth Wallace presented the following new policies for approval.

Bathroom and Locker Room Use Policy

The Bathroom and Locker Room Use policy has been revised consistent with the Commonwealth's new Public Accommodation Law, which requires places of public accommodation to permit the use of public facilities, including bathrooms and locker rooms, based on a person's sincerely held gender identity. This policy was revised in consultation with a sub-committee of the Chief Student Affairs Officers and was forwarded for review to the Attorney General's Office.

Changing Biographical Data

The Changing Biographical Data policy has been revised and now permits a student to use a preferred first name on some internal college records and communications, including class rosters, diplomas, and student ID cards. For records or communications outside of the College or where the law requires, a student's legal first name will be used. This policy was revised in consultation with a sub-committee of the Chief Student Affairs Officers and was forwarded for review to the Attorney General's Office.

Marijuana Use on Community College Property and at Community College Events

This policy was developed in response to the passage of 2016 Ballot Question #4, which now permits the personal possession, use, distribution and cultivation of marijuana in limited amounts, effective December 15, 2016. This policy revises and replaces the system-wide Medical Marijuana policy that was implemented in January 2013.

Although Massachusetts law permits the use of medical marijuana and the possession, use, distribution and cultivation of marijuana in limited amounts, federal law, including the Federal Controlled Substances Act of 1970, the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, continues to prohibit the possession, use, distribution and/or cultivation of marijuana at educational institutions. Further, as marijuana remains classified as an illegal narcotic under federal law, institutions of higher education that receive federal funding are required to maintain policies prohibiting the possession and use of marijuana on their campuses. Accordingly, under this policy, as well as the system-wide Student Code of Conduct, the possession, use, distribution and cultivation of marijuana, even in limited amounts, remains prohibited on Community College property or at Community College events. Violations of this policy will subject students and employees to disciplinary action, up to and including expulsion or termination in accordance with applicable College policies or collective bargaining agreements.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the new Bathroom and Locker Room Use Policy.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the new policy for Changing Biographical Data.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the new policy for Marijuana Use on Community College Property and at Community College Events.

c. Finance

Committee Chair Dindio introduced Vice President Law, who reviewed the 2nd quarter trust fund report for FY17. Everything is on track and we are looking at a breakeven year.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the Berkshire Community College FY17 Trust Fund Report for the second quarter ending December 31, 2016.

Vice President Law reviewed the A-133 Report. There were no findings on the audit report, very good.

Trustee Dindio thanked Mitch Saviski (Comptroller) and John Law for all their work.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the Berkshire Community College FY16 A-133 Audit Report, which was prepared by O'Connor & Drew as of June 30, 2016.

d. Human Resources

Nothing to report at this time.

e. Nominating

Nothing to report at this time.

8. ADMINISTRATIVE ACTIONS

a. Personnel Actions

President Kennedy presented the appointments, consisting of both unit and non-unit professionals.

Interim VP Delaney presented the sabbaticals.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period November 22, 2016 through January 17, 2017.

9. RECESS - for breakout sessions on Strategic Plan

Recessed at 5:13.

10. OTHER BUSINESS

a. Old

Reconvened at 5:48.

Trustee Hiltbold reported on Engaged Learning. The group is working on student access, program review, and developmental education. There are three subcommittees in the group; they include civic learning, alternative scheduling, and pathways and meta-majors.

Trustee McCormick reported on Student Achievement. The group has five key strategies; the group is working on four. They include a comprehensive enrollment plan, first year experience program, proactive advising, and course scheduling.

Trustee Mirante reported on Improved Infrastructure. The group is working on the facilities master plan, deferred maintenance plan, pavement reconstruction plan, technology plan, and transportation issues, with a completion date of 2019.

Trustee Laurens reported on Advancing the Institution. The group is working on a marketing plan and diversity plan. Vice Chair Caccaviello said there was a good meshing of philosophical goals and pragmatic goals.

Trustee Bradway reported on Collaborative Partnerships. The group is working on partnering with different groups in the community, including businesses, secondary schools and other colleges, including MCLA. Focusing recently on performing a needs assessment with surrounding businesses with a goal toward creating course work for a certificate with stackable credits that could work toward an associate or bachelor's degree.

b. New – None.

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

The Spring Production is in May. There will be a Saturday night reception prior to the viewing of "Next to Normal." More details to follow.

President Kennedy thanked everyone for their participation.

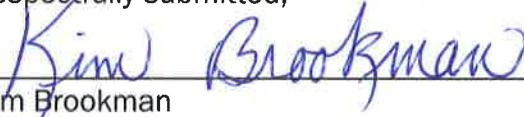
Trustee Dindio thanked everyone on the Strategic Planning Committee for all their work.

11. ADJOURNMENT

The meeting was adjourned at 6:05 pm. The next scheduled meeting will be held on March 28, 2017.

DATE: March 12, 2017

Respectfully submitted,



Kim Brookman

Approved:



Darlene Rodowicz, Board Chair