

BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING
August 23, 2016

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, August 23, 2016, in the General Bartlett Room of the Susan B. Anthony Building. Chair Rodowicz called the meeting to order at 4:30 pm.

PRESENT: Chair Rodowicz, Trustees Crane, Laurens, McCormick, Mirante, Supranowicz and Student Trustee Raj Kaur

ABSENT: Trustees Bradway, Caccaviello, Dindio and Hiltbold

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice Presidents Bullock, Delaney, Law and Smith; Assistant to the President, Kim Brookman
BCC Guests: Halimat Ahmed (STEM student), Chris Aylesworth, Christina Barrett, Brianna Christman (student), Sarah Garson (nursing student), Chris Laney, Tanya Panetti (nursing student), Tochi Ubani, Connie West, Peggy Williams and Jordan Young (STEM student)
Press: David Wyatt (PCTV), Jonathan Levine (Pittsfield Gazette), Jim Therrien (Berkshire Eagle)

Chair Rodowicz announced that she had been contacted by two students, Sarah Garson and Tanya Panetti, who requested the opportunity to address the Board of Trustees. The students explained they recently graduated from the College in the Nursing program. They began to speak about a personnel matter and were ruled out of order. They then explained that their testing dates for the NCLEX nursing exam had been delayed because of a mistake by the Director of Nursing and that this situation harmed their chances for speedy employment or enrollment at other institutions.

When they finished, Dr. Tochi Ubani, Director of Nursing was invited to address the Board. Dr. Ubani explained that he had prepared and submitted the NCLEX applications for the ADN and LPN programs subsequent to each program's official completion. In late June, he learned from a student that her materials had not been received by the Professional Credentialing Services (PCS). Dr. Ubani contacted PCS and eventually the Berkshire Community College ADN applications were located. At this point, Dr. Ubani explained that he knew PCS had them because he had sent them personally and had digitally signed the application forms. He was informed PCS did not accept digital signatures. Dr. Ubani was sure this was acceptable but did not want to further delay the applications. He informed the Board that he reprinted the forms, signed them and sent them back to PCS. On July 5,

he notified the students that they may receive emails that the signature was not acceptable but to disregard them as he had resent.

Dr. Ubani explained that it is the College's belief that this issue added an additional 3 weeks to the ADN students' processing and three days to the LPN students' processing. The Director and the College apologized to the students during this process and again at this meeting.

Chair Rodowicz thanked the students for addressing the Board and noted the Board would continue to monitor the situation.

2. APPROVAL OF THE MINUTES

Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the June 28, 2016 meeting.

3. PRESIDENT'S REPORT

a. Employee Introductions

President Kennedy introduced Chris Aylesworth, Interim Dean of Nursing, Health and Social Sciences; Chris Laney, Interim Dean of Humanities; and Maura Delaney, Interim Vice President for Academic Affairs.

b. Summer Transition Programs

VP Delaney reported on three programs that took place this summer.

1. Dual Enrollment grant program
2. College Connection program (Allied Health)
3. Jumpstart program (Math)

VP Delaney introduced Peggy Williams, newly appointed TRIO Coordinator, and Brianna Christman, a student who participated in both the College Connection program and the Jumpstart Program.

Brianna felt that both programs were a great help to her. She will begin college this fall.

Peggy Williams spoke a bit about the Jumpstart Program and the College Connection Program.

VP Delaney introduced Connie West, who introduced two of the students, Halimat Ahmed and Jordan Young, and spoke about the STEM Starter Academy.

The STEM Starter Academy began in the Spring of 2014.

- 261 students received information
- 71 students attended an event
- 25 students applied
- 21 were accepted

The data shows that the BCC STEM Starter Academy students who entered college in the fall of 2015 were connected and successful.

- 100% returned for the spring semester as compared to 74.4% of the total freshman population
- 87% are majoring in a STEM field
- 94% were full time
- 100% of those surveyed were highly satisfied with their STEM Starter Academy program
- 90% got involved on campus or in their community

c. Hawthorne/Melville Update

Vice President Law reported on the renovation project. Everything is progressing well. The Hawthorne building opened on June 1st. There are still a number of punch-list items. There has been a lot of positive feedback. There is great natural light coming into the building. The colors are bright and inviting. The white ceilings make both the rooms and halls much lighter. The building has air-conditioning and is climate controlled. The new furniture looks great. Classroom technology is amazing. The student spaces are being used. The connector, courtyard and additional elevator are being worked on presently. Melville is targeted for completion by December 30th.

President Kennedy informed the Board that this was Vice President Michael Bullock's last meeting. He will be retiring at the end of August. Board Chair Rodowicz wished him well.

4. STUDENT TRUSTEE REPORT

Student Trustee Raj Kaur remarked how much the summer students loved the newly renovated Hawthorne building.

5. ALUMNI TRUSTEE REPORT

Nothing to report.

6. FOUNDATION BOARD TRUSTEE REPORT

Nothing to report.

7. SUBCOMMITTEE REPORTS

a. Academic Planning

Nothing to report at this time.

b. Executive

Nothing to report at this time.

c. Finance

Trustee Mirante presented a motion to the Board regarding the new advising software system the college was purchasing. President Kennedy talked about the system and told the Board there would be a presentation on this new system at the November meeting.

Upon a motion duly made and seconded, it was VOTED unanimously to approve a contract with The Advisory Board Company for membership in the EAB Student Success Collaborative. This contract will extend for five years from June 1, 2016 through May 31, 2021. The total amount is \$607,500 with payments of \$157,500 in Year 1 (i.e., \$45,000 for implementation plus \$105,000 for yearly service plus \$7,500 for travel and administration) and \$112,500 in Year 2 through Year 5 (i.e., \$105,000 for yearly service plus \$7,500 for travel and administration).

Trustee Mirante presented a motion to the Board regarding a new security services contract.

Upon a motion duly made and seconded, it was VOTED unanimously to approve a security services contract with G4S Secure Solutions USA Inc. for three years with two one-year renewal options in the amount of \$875,950.40 for the period of August 15, 2016 through August 14, 2019 (i.e., \$287,809.60 in Year 1; \$291,948.80 in Year 2; and \$296,192.00 in Year 3).

d. Human Resources

Nothing to report at this time.

e. Nominating

A letter was sent to PENC. We are waiting to hear Governor Baker's decision.

8. ADMINISTRATIVE ACTIONS

a. Personnel Actions

President Kennedy presented the personnel actions, consisting of:

- Appointments – Non-Unit Professionals
- Appointments – Faculty

Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period June 17, 2016 through August 15, 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 5:27 pm. The next scheduled meeting will be held on October 4, 2016.

DATE: September 23, 2016

Respectfully submitted,



Kim Brookman

Approved:



Darlene Rodowicz, Board Chair

