



(ATTACHMENT I)

BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING
August 27, 2019

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, August 27, 2019, in G12 of the Susan B. Anthony Student Center. Chair Rodowicz called the meeting to order at 4:31 pm.

PRESENT: Chair Rodowicz; Trustees, Bowen, Casper, Kiely, McCormick, Mirante, Myers, and Zaffanella; Student Trustee Costello

ABSENT: Trustees Chacon and Crane

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice Presidents Berne, Klepetar, and Law; Assistant to the President, Kim Brookman
BCC Employees and Guests: George Ambriz, Kevin Bechar, Melody Fisher, Sarah Giasullo, Alicia Ginsberg, Laurie Gordy, Karen Hines, America Lopez (student), Itaih Lopez, Michael Obasohan, Dennis Ortiz (student), Chuck Prescott, Marcos Rosario (student), Karen Ruiz Leon, Clemente Sajquiy (student), Daryl Shreve, Eleanore Velez, Beth Wallace, Christina Wynn
Press: Amanda Drane (Berkshire Eagle), Jonathan Levine (Pittsfield Gazette), 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 July 11, 2019 meeting.

3. PRESIDENT'S REPORT

a. New Employee Introductions

Kevin Bechar, Melody Blass Fisher, Sarah Giasullo, Alicia Ginsberg, Laurie Gordy, Karen Woltjen Hines, Michael Obasohan, and Daryl Shreve were all introduced to the Board.

b. Student Success (Latinx Conference Attendees)

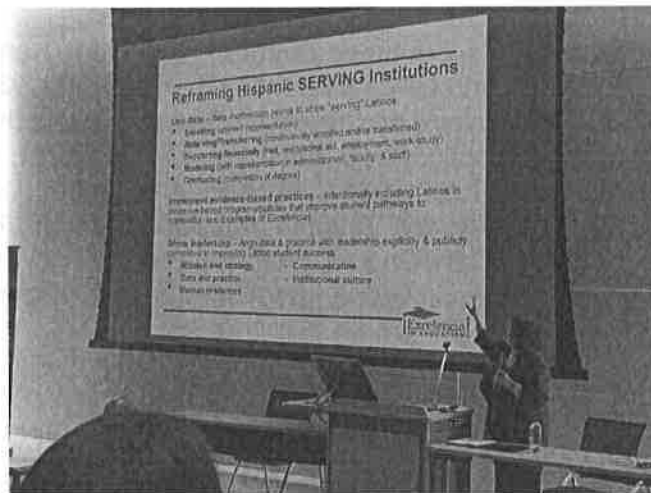
George Ambriz, Eleanore Velez, and Karen Ruiz Leon introduced the students who would be presenting. America Lopez, Dennis Ortiz, Marcos Rosario, and Clemente Sajquiy spoke about their experiences while attending The New England LatinX Student Leadership Conference at Rhode Island College on April 5 & 6 of this year. One comment all the students made was how great it was to attend this conference with other students who were like them.

Two of the speakers at the conference were:

- Sarita Brown, M.A., B.S.
 - <https://www.edexcelencia.org/people/sarita-brown>
- Samantha Ramirez Herrera
 - <https://campuspeak.com/speaker/samantha-ramirez-herrera/>

What makes student leaders powerful?

- Encouraging and nurturing their sense of Identity
- Understanding our own Identity
- Educators taking a “learner” stance, not an expert
- Allowing students to be the experts in their own stories (not just their voice on benign things)
- Building the leadership disposition in students to lead as equal partners in educational equity work



c. NECHE Projections

Trustee Zaffanella commented on Standard 3 Organization & Governance of the self-study, saying it was very well put together and descriptive, very well written. He commented that it clearly described the way the organizational structure was put together and why that structure was put together the way that it is, and it reflected that as an honest self-assessment. He felt there was too much description of yesterday (the past), and not as much on where things are today.

Beth Wallace led a discussion on the projections for Standard 1 - Mission & Purpose.

- In AY 2019-2020, Institutional Effectiveness in collaboration with Marketing & Communications will assess the awareness and vitality of the Mission Statement, Values Statement, and Vision Statement to the campus community.
- In AY 2020-2021, the President's Cabinet will form a Mission Review Committee to review the Mission Statement, Values Statement, and Vision Statement and establish an ongoing process for such reviews. This committee will involve a wide range of voices, including the Board of Trustees, students, faculty, staff, alumni, and community members.

Adam Klepetar led a discussion on the projections for Standard 2 - Planning & Evaluation.

- Each College division will review or evaluate existing plans and processes beginning in AY 2020-2021 to ensure that changes are reflected. This practice will be incorporated into an annual planning process.
- In AY 2019-2020, the Office of Institutional Effectiveness (IE) will institute the Tableau data analytics platform and work to connect it to Colleague.
- During AY 2019-2020, Academic Affairs and Student Affairs & Enrollment Management will continue to assess student scheduling needs.
- Each College division will utilize outcomes from the 2014-2019 Strategic Plan, the NECHE Self Study, and the NECHE Visiting Team Report to create the foundation for the 2021-2026 Strategic Plan.

Ellen Kennedy led a discussion on the projections for Standard 3 - Organization & Governance.

- During AY 2019-2020, the President's Cabinet will initiate a process to improve the College's shared governance framework.
- In AY 2020-2021, the President's Cabinet will establish a committee that will lead efforts to develop measurable goals within the Strategic Plan.

Jennifer Berne led a discussion on the projections for Standard 4 - The Academic Program.

- In AY 2019-2020, Academic Affairs will audit all certificate program requirements to ensure college academic standards are upheld.
- Beginning in Spring 2020, Academic Affairs will conduct yearly assessments on both the process of program review and the resulting actions of recent reviews to verify continued efficacy of the tool and appropriate follow up from Faculty and Administrators involved in the review.
- By Spring 2021, Academic Affairs, working with high school partners, will design a process for new course initiation, curricular alignment, data collection and adjustment for concurrent enrollment courses.

Christina Wynn led a discussion on the projections for Standard 5 - Students.

- Starting in Fall 2019, Enrollment Services will assess student preparedness in college-level courses.
- During AY 2019-2020, the Enrollment Management Committee will develop and implement plans to attract and graduate more students from underserved populations, close achievement gaps, and boost college completion rates.
- During AY 2019-2020, the Orientation Committee will develop learning objectives and an assessment plan for orientation. By Fall 2020, Student Affairs will pilot and assess an online orientation program.

- During AY 2019-2020, the “Campus Cupboard” Committee will develop ongoing plans to address basic needs including housing and food security.
- By Fall 2022, Student Engagement will have developed and implemented assessment plans for co-curricular opportunities.
- By Fall 2022, the Student Affairs Diversity & Inclusion Council will have developed and implemented assessment plans to measure the impact of programs and initiatives designed to support students from underrepresented populations.

Jennifer Berne led a discussion on the projections for Standard 6 - Teaching, Learning & Scholarship.

- Beginning in AY 2019-2020, to continue to focus on diversifying faculty, Human Resources will educate the College community about implicit bias, will provide more intentional search committee training, and will target recruitment efforts of underrepresented groups.
- Beginning in AY 2019-2020, the Dean of the Division of Teaching and Learning Innovation and the Faculty Lead for the Center for Teaching and Learning Innovation will promote increased professional development opportunities for faculty and more intentional sharing of professional learning.
- As a matter of continuous improvement, the Adjunct Faculty Fellow will identify further adjunct faculty support needs and recommend methods for addressing them.
- On an ongoing basis, the VPAA and Academic Deans will increase alternative methods of course delivery to meet student needs.

John Law led a discussion on the projections for Standard 7 – Institutional Resources.

- By AY 2021-2022, the Human Resources Department will have created a schedule of ongoing professional development opportunities for managers and supervisors, in-depth training for search committee chairs and members (including Affirmative Action and implicit bias), and data security training.
- In AY 2019-2020, the Safety & Security Department, in conjunction with local law enforcement, will have initiated regular safety and security training for students, faculty, and staff.
- By AY 2020-2021, the Administration & Finance Division will have developed a multi-year budget forecast and Budget Planning Guide.
- By AY 2020-2021, the Director of Development and Director of Grants Development & Management will propose a college-wide strategic fundraising plan.
- By AY 2020-2021, the Information Technology Department will have finalized a new IT Strategic Plan, including an ongoing commitment to technology upgrades, training, and data security.
- By AY 2021-2022, the Human Resources Department will have reviewed and updated all policies and procedures to promote efficiencies within the office; systems will be automated for annual employee evaluations, hiring and onboarding of new employees, and reporting needs for the Integrated Postsecondary Education Data System (IPEDS).
- By AY 2021-2022, the Administration & Finance Division and Student Affairs & Enrollment Management Division will have completed construction of the One Stop Student Success Center.

Jennifer Berne led a discussion on the projections for Standard 8 – Educational Effectiveness.

- In AY 2019-2020, Academic Affairs will work with faculty to expand the assessment of student learning outcomes.

- In AY 2020-2021, the Division of Teaching and Learning Innovation will work with the Academic Deans and the Vice President of Academic Affairs to develop a coordinated system of assessment for program outcomes.
- In AY 2020-2021, as an ongoing project in collaboration with the Office of Institutional Effectiveness, Academic and Student Affairs will work on a system to improve accessibility of data to improve student outcomes.

Christina Wynn led a discussion on the projections for Standard 9 – Integrity, Transparency, and Public Disclosure.

- In AY 2019-2020, all College divisions will create measurable communication plans being mindful of transparency and confidentiality.
- In AY 2019-2020, Marketing & Communications will assess the website’s usability and increase access for employees to add content.
- By AY 2021-2022, Human Resources will have developed a comprehensive Employee Handbook, which adds operational detail to existing contracts and clarifies college procedures.

Discussion ensued regarding these projections. A continuum will be used to measure progress.

Chuck Prescott talked about NECHE Day scheduled for September 16th. This will be a half day of the campus community reviewing the self-assessment document.

President Kennedy asked Adam Klepetar and Jennifer Berne to discuss the new cannabis certificate. VP Klepetar explained that this a rapidly growing industry bringing many jobs to the workforce. Berkshire Roots came to the College about a year ago and asked if the College would develop a program to provide them with the workforce that have the skills that are needed for this industry. It is a science program and classes will contain psychobiology, business, horticulture, and other aspects pertaining to the business. VP Berne explained that this is a proposed certificate. Students are starting out with classes that currently exist in communications, business, and biology.

Much discussion ensued.

4. STUDENT TRUSTEE REPORT

Travis Costello reported the following.

- I have been working with Beth Wallace and Tina Schettini preparing for BCC’s New Student Orientation on August 29th- 8:30am at Paterson Field House.
- Tina and I have also been working on BCC’s events during the first week:
 - 9/3 Welcome Back BBQ
 - 9/4 Fun Enterprise’s Big Board Games and a free local ice cream truck – Mr. Ding-a-Ling
 - 9/5 Tarot card/palm reader will entertain students as Airbrush Fun showcases their art on items for our students to take with them and put on display.
- I have sent out the new BRTA survey to TRIO students for input on BCC’s evening bus schedule as we all continuously work on improving transportation to and from our campus.
- I have been working with both Beth and Tina on ways of educating our student body on the upcoming 2020 census.

- We are preparing for this semester's 1st SGA Meeting. It will be held on September 10th at 2:00pm in the GB Room.
- PTK has recently had several meetings with Geoff Tabor and we have appointed student officers. I will act as VP of Service and our team has already made progress towards an Honors in Action project as well as volunteer work in our community.
- BCC hosted and co-sponsored a sustainability fair early this month, keeping with our duty to protect the environment. BCC's Green Team was present, with Christian Tenczar taking the lead and students including myself and Roberta Hayes working as volunteers.
- I have been speaking with Daryl Shreve about student sports and the Falcons are set to begin their season. BCC club soccer, basketball and cross country will all begin practicing in September. The new Patterson adventure program will also begin hosting student hikes in September.
- I have been in contact with the 2019 Stem Starter Academy headed by Constance West. 45 students are actively participating this spring, the largest SSA class to date. The overwhelming majority of SSA students are rising Juniors and Seniors from HS or first semester STEM students. Three students from last year's SSA have been appointed as interns.
- TRiO has received a summer makeover and is bright, open and modern. We have received an abundance of applicants; Academic Counselor Michael Obasohan and staff are working hard to fully intake and process new members. Director Frederic MacDonald Dennis has become a student favorite with a talented hand at delegation and a bevy of new ideas. TRiO's new peer mentorship program is beginning this semester; I will act as student lead on this and we have established a committed group of student mentors.

5. FOUNDATION BOARD TRUSTEE REPORT

Trustee Lori Kiely reported the following:

- An endowment was established with proceeds from the Harvest Run. Annually, a portion of the proceeds from the Harvest Run will support the endowment. Endowment funds must be used to support the Nursing and/or Allied Health programs at Berkshire Community College.
- Harvest Run will take place on October 19th
- 40 Under Forty event will take place on March 26, 2020

6. ALUMNI TRUSTEE REPORT

Trustee Melissa Myers reported the following:

- 5 of our 17 board members are new.
- Two main subcommittees have a new chairperson.
- Executive Committee members (officers) are new other than me
- Fundraising has moved from Finance to Events
- Working on bylaw revisions.
- Had our first MCLA/BCC alumni joint event at Naumkeg 8/8/19
- Outreach was planning to participate in a handful of other events.

We have a very active, engaged board at this time and they are working on making plans for the upcoming year.

7. SUBCOMMITTEE REPORTS

a. Finance Committee

Trustee Mirante introduced VP Law who reported that there will be a modest surplus for FY19, that surplus will be added to the reserves to help support the One Stop project.

The final FY20 budget will be brought to the Board at the October 8th meeting.

State appropriations are exceeding the initial projection by \$114,000. Enrollment is exceeding projections at this point.

8. ADMINISTRATIVE ACTIONS

President Kennedy presented the personnel actions for approval.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions, with addendum, for the period June 26, 2019 through August 19, 2019.

9. OTHER BUSINESS

a. Old - None.

b. New - None.

c. Upcoming Events - Chair Rodowicz reminded the Board to check their meeting materials for events coming up.

10. ADJOURNMENT

The meeting was adjourned at 6:06pm. The next scheduled meeting will be held on October 8, 2019.

DATE: October 8, 2019

Respectfully submitted,



Kim Brookman

Approved:



Darlene Rodowicz, Board Chair



Date

