

**BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING  
October 1, 2013**

**1. CONVENING**

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, October 1, 2013 in the General Bartlett Room, Susan B. Anthony Building. Vice Chair Dindio called the meeting to order at 4:31 pm.

PRESENT: Vice Chair Dindio, Trustees Bradway, Caccaviello, Ingegneri, Laurens, Roberts, Slattery, Supranowicz and Wynn

ABSENT: Chair Rodowicz

ALSO PRESENT: President Kennedy; Vice Presidents Bullock, Cote, Doscher, Feinerman, Law, and Mulholland; Assistant to the President, Kim Brookman; Guests: Shelly Armstrong, Christina Barrett, Daniel Collyer, David Dilulis (O'Connor & Drew), Pamela Farron, Molly Guest, Jennifer Kerwood, Lisa Mattila, Judith Monachina, Mitchell Saviski, Ellen Shanahan, Gina Stec, Geoffrey Tabor, Jim Therrien (Berkshire Eagle), and Thomas Tynning

**2. APPROVAL OF THE MINUTES**

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the August 27, 2013 meeting.*

**3. AUDIT PRESENTATION**

David Dilulis from O'Connor & Drew gave a brief review of the audited financial statements that were reviewed earlier today, in detail, with the finance committee. The audit received an unqualified opinion and a clean report on internal controls.

*Upon a motion duly made and seconded, it was VOTED unanimously to accept the audited financial statements, including the Management's Discussion and Analysis.*

**4. PRESIDENT'S REPORT**

**a. New Employee Introductions**

Assistant to the Vice President of Administration and Finance, Molly Guest

## **b. Student Development Center**

Lisa Mattila, LMHC Senior Academic Counselor/Personal Counselor, spoke about the growing number of students that have greater needs and the services she provides to them.

Ms. Mattila presented the following statistics.

Supporting BCC Students in Need:

- 33% Increase in Student Sessions
- 45% Increase in Urgent/Crisis Sessions
- 73 Consultations with Faculty/Staff
- Over 10% of students utilize personal counseling
- 25% of BCC students interface with personal counseling through workshops, forums and orientation

Trends Across the Country:

- 88% of directors report the trend towards greater number of student with significant mental health needs. (National Survey of College Counseling 2012)
- 64% of community college students who “dropped out” of school left because of a mental-health related reason. (NAMI 2013)
- 70% of students who attended counseling said their personal problems were affecting their academic work. (Turner and Barry – ACCA)
- 86% of students in counseling remained in college vs. 74% of the general student body. (Turner and Barry – ACCA)

Ms. Mattila explained that students with any type of issue are more likely to stay in school if they are taking advantage of services to help them.

Pam Farron, Coordinator of Disability Services, indicated that one in ten students receives services through the Disability Resource Center (DRC) and one in five of the 2013 graduates received services through the DRC.

Ms. Farron stated that 11% of BCC’s students have some sort of disability. Of the 11%, 33% have learning disabilities, 19% have ADD/ADHD, 17% have some sort of mental illness, and 14% have autism. These trends are in line with the national statistics for two year institutions, except for autism. The national average for autism is 2%. The majority of BCC’s autistic students come from the College Internship Program, a private residential institution in Lee.

The DRC provides the following services:

- Academic Counseling & Advising
- Consultation, Referrals & Outreach
- Alternative Testing & Computing
- Summer Transition Program (parents are part of the team)
- Project Reach (ages 18-22 with intellectual disabilities)

BCC works with other agencies such as Mass Rehabilitation Commission, AdLib, and the area high schools.

Geoffrey Tabor, Coordinator of Transfer Affairs/Articulation, spoke about the resources available from the BCC transfer program.

- The Mass Transfer Program helps streamline the transfer process for students.
- The C-Four Campaign (Community College Completion Corps) stresses the importance of students getting their associates degree before going on to a four-year institution.
- On-Campus recruitment – representatives from four-year colleges set up a table in the café where students can stop by to gather information and ask questions.
- Collaboration/Referrals

Mr. Tabor offered the following statistics.

- In 2011, of the 341 graduates, 124 transferred; 62% to public colleges and 38% to private colleges.
- In 2012, of the 317 graduates, 114 transferred; 70% to public colleges and 30% to private colleges.

Approximately 25% of BCC's students transfer to UMASS Amherst, 18% to MCLA, 16% to Westfield, 5% to Elms, and the remainder to other institutions.

Judith Monachina, Coordinator of Career Services, provides career counseling, pre-college career counseling and navigating, and job search strategy (resumes, mock interviews, networking, employer outreach). Ms. Monachina also works with employers in the community, following job leads and posting these positions on the board in the student development center as well as on the website. She visits with employers, building important relationships. She also surveys employers in order to create internships for students. Ms. Monachina is working on developing a comprehensive career center including a "Career Café" where small workshop/discussions can take place as well as providing a place to do research.

Shelly Armstrong, College & Career Navigator, assesses students' academic and personal needs and barriers, referring them to on and off campus resources. Ms. Armstrong assists students during the application process and provides ongoing support while they become acclimated to college life. She assists students who have unemployment issues and concerns by acting as a liaison between the college and the BerkshireWorks Career Center. Ms. Armstrong also works with North Adams Regional Hospital and Berkshire Health Systems in conjunction with the medical coding program.

#### **c. Sabbatical Report**

Thomas Tynning reported on his 2013 spring sabbatical. Professor Tynning created a website called Snakes in Western Massachusetts; [www.westernmassnaturalist.org](http://www.westernmassnaturalist.org). Among the many interesting facts about the snakes in Western Massachusetts, the website tells us that there are 14 species of snakes that call Western Massachusetts home.

#### **d. Strategic Plan Update**

Ellen Shanahan and Gina Stec reported on the strategic planning process. The overall purpose of the plan is to position the College to respond to changing conditions within the community it serves. BCC will be assisted with the development of the plan by Katherine German and Phil Sbaratta of Development Institute.

The planning process consists of four phases: organization, environmental scanning, planning and consensus building leading to approval. The organizational phase will identify key participants and stakeholders in this process. The environmental scanning phase requires the collection of information through institutional research, community surveys, listening sessions, focus groups and interviews. The planning phase involves establishing a mission-driven institutional profile. The consensus-building phase will disseminate the draft plan and conduct college-wide hearings to refine the document before formal review and approval.

The estimated timetable brings the plan to completion by June 2014.

## **5. STUDENT GOVERNMENT REPORT**

The student government report was given by Student Trustee, Kyle Slattery. The following Student Government officers were elected:

- Josh Colon, President
- Gabby Brooks, Vice President
- Songmei Robinson, Public Relations Liaison
- Robert Wehry, Secretary/Scribe

There are three new members of student government, bringing the number to fifteen.

Josh Colon has been working closely with BRTA regarding their Route 7 corridor bus service.

Student Government has participated in the following events:

- Web Design
- Hawthorne and Melville Renovation Meeting
- SALT demonstration (financial literacy website designed to assist students with their student loans, scholarships, etc.)
- Active Shooter video and Campus Safety Fair
- Constitution Day forum presented by adjunct faculty member Jim Arpante
- Gave tours to new Project Reach students, a program run by adjunct faculty member Audrey Sussman

Five students, along with Beth Wallace, Director of Student Engagement; Lauren Pellegrino, Director of Recreational Services; and Michael Bullock, Vice President for Student Affairs & Enrollment Management (Chief Student Affairs Officer) will be attending the Community College Student Leadership Association (CCSLA) Conference in Natick on October 18<sup>th</sup> and 19<sup>th</sup>.

## **6. SUBCOMMITTEE REPORTS**

### **a. Academic Planning**

Michael Supranowicz and Bill Mulholland gave updates on ABE (Adult Basic Education), OLLI, Community Education and Workforce Development. BCC's Community Education and Workforce Development departments are able to provide quick responses to community needs. The college is working on modeling certificate programs that can then be rolled into a degree program.

**b. Executive**

None.

**c. Finance**

John Law provided a financial update and discussed some key elements associated with the financial audit.

**d. Human Resources**

Pamela Roberts, Chair of the Human Resources Committee read a letter composed to serve as BCC’s Board of Trustees evaluation of President Ellen Kennedy’s first year as president. This letter will be sent to Commissioner Richard Freeland. The Board recommends the maximum three and a half percent merit increase.

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the letter to Richard Freeland, Commissioner of the Board of Higher Education.*

**e. Nominating**

None.

**7. PERSONNEL ACTIONS**

Vice President for Human Resources, Deb Cote presented the personnel actions as follows:

Reappointments – Faculty

- Elizabeth Fiscella, Associate Professor – A.D.N. (Academic Year 2014-2015)
- Flavia Mastellone, Associate Professor – Early Childhood Education (Academic Year 2014-2015)

Sabbatical – Faculty

- Annette Guertin, Professor of Mathematics (Spring 2014)
- John Osthoff, Professor of Computer Information Systems (Spring 2014)

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period August 20, 2013 through September 23, 2013.*

**8. OTHER BUSINESS**

The letter prepared to be sent to the BCC Foundation was signed by all board members thanking the foundation for past, present, and continued support.

**9. UPCOMING EVENTS**

- a. Convocation Ceremony – October 17<sup>th</sup> at 12:15 pm
- b. Berkshire Drum Festival – October 19<sup>th</sup> at 6 pm
- c. Berkshire Orchid & Tropical Show – October 25<sup>th</sup> - 27<sup>th</sup>
- d. A Streetcar Named Desire – November 1<sup>st</sup> – 3<sup>rd</sup> at 8 pm
- e. Holiday Concert – December 12<sup>th</sup> at 12 pm

**10. ADJOURNMENT**

The meeting was adjourned at 6:30 pm. The next regularly scheduled meeting will be held on December 3, 2013.

DATE: October 23, 2013

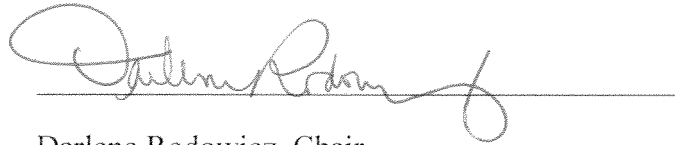
Respectfully submitted,



A handwritten signature in cursive script, reading "Kim Brookman", is written over a horizontal line.

Kim Brookman

Approved:



A handwritten signature in cursive script, reading "Darlene Rodowicz", is written over a horizontal line.

Darlene Rodowicz, Chair