



(ATTACHMENT I)

**BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING  
April 24, 2018**

**1. CONVENING**

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, April 24, 2018, in G12 of the Susan B. Anthony Student Center. Board Vice Chair Caccaviello called the meeting to order at 4:30 pm.

**PRESENT:** Vice Chair Caccaviello and Trustees, Bowen, Eade, Hiltbold, Mirante, and Student Trustee Preston

**ABSENT:** Chair Rodowicz and Trustees Crane, Gazzillo, McCormick and Zaffanella

**ALSO PRESENT:** From BCC's Executive Council: President Kennedy; Vice Presidents Cote, Delaney, Klepetar, and Law; Dean Sasso Curtis; Assistant to the President, Kim Brookman  
BCC Guests: Adam Emerson, Lauren Goodman, Drew Hicks, Lyndsay Isham-Morton, Chris Laney, Beth Lapierre, Arlen Rauschkolb, Mitch Saviski, Ana Suffish, Christian Tenczar, 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 March 27, 2018 meeting.*

**3. PRESIDENT'S REPORT**

President Kennedy handed out programs from the recent Phi Theta Kappa (PTK) ceremony and acknowledged the 100<sup>th</sup> year of the PTK Program and Pamela Preston as a PTK member.

**a. New Employee Introductions**

Dean Sasso Curtis introduced Ana Suffish, BCC's new Academic Coordinator of the Southern Berkshire Adult Learning Center.

Lauren Goodman introduced Christian Tenczar, BCC's new Coordinator of Academic Computing.

Vice President Law introduced Arlen Rauschkolb, BCC's new Director of IT.

**b. Synopsis of Priority Registration**

Adam Emerson gave a brief presentation to the Board regarding student registration at the College.

**Priority Registration Period**

- Day without Classes – April 10<sup>th</sup>
  - Free breakfast refreshments
  - Advising, Enrollment, Tutoring, Testing representatives staffed in the Connector from 8 AM – 3 PM
  - Four forums events
  - Lunch specials
  - Chance to win \$500 to the BCC bookstore
  - Waived \$20 reg fee
- Full Reg Week – April 10-13<sup>th</sup>
  - Waived \$20 reg fee
- Other measures
  - Lunch specials – 22 students
  - FAFSAs completed – 5
  - FORUM attendees – 41
- Motivations to Registration
  - Student surveys indicated motivations for registering:
    - 62% - gift card
      - Gift Card Winner - Congratulations to Lauren Bartlett who won the \$500 gift card to the BCC bookstore!
    - 59% - waived fee
    - 38% - advisor/faculty suggestion
    - *Survey response rate: 31%*

Results:

	2016	2017	2018*
Overall reg	246	221	354
FTE	161	130	215

*\*88% of registrations happened via the web*

Ongoing Enrollment Efforts

- We can better focus efforts
  - Advisors reaching out to advisees and recording results
  - Four calling initiatives scheduled: May, June, July, and August
- Admissions counselor outreach
  - New hire!
- New student appointments beginning early May
- Community events

Adam Klepetar commented that we want to move students from surviving to thriving. Also commenting, we will use April 10<sup>th</sup> to benchmark having a day without classes for priority registration.

c. EAB Campus Update

Adam Klepetar, Lyndsay Isham-Morton and Beth Lapierre updated the Board on the EAB Program.

What is EAB?

- Educational Advisory Board
- Student Success Management System
  - NAVIGATE (student piece)
  - CAMPUS (advisor/faculty piece)

Navigate

- Student-facing platform
  - Shows students:
    - Where they begin (Accuplacer scores, what they are interested in, what steps they need to take to take get started)
    - Where they want to go
      - How to get where they're going (academic plan, campus resources, ongoing reminders of important dates)
    - Web-based, interactive
    - Where they are, where they want to go & how they get there
      - What academic program matches their interests, full/part time, do they want to transfer or go right into their career
- Launched Summer 2017 as part of New Student Registration

## My Path

- Landing Page
- To-Do List
  - Customizable
  - Communication
- Add personal reminders
- Schedule appointments

## Major Explorer

- Goals - Students rank their goals (high salary, high job demand, match interests)
- Interests - Students rank their interests
- Subject Areas - Students rank their top three subject areas
- Career Fields

Based on selections, Navigate suggests best fit academic programs and information about each program including career information.

## My Plan

- Required courses
- Course sequence
- Plan multiple semesters - Allows students to map out multiple semesters – see how part-time vs. full-time status will impact their completion date.
- Register for current semester

“Navigate provides a fresh and innovative way to plan your semesters at BCC. I have found it to be very user friendly even if you are just clicking around. You can find something useful on each page: surveys to see if you are in the right field based on your interests, providing reminders for academic purposes such as FAFSA due dates or even scheduling meetings with your advisor. Navigate does a great job of providing visuals for its users which is something I did not have before. As a planner, I really appreciate being able to plan out all my expected semesters with the My Plan option. This functionality allows me to see in detail of which classes I have completed and have yet to complete towards my degree. Being allowed to do this rough draft helps me see when I can expect to graduate. Navigate also has a My Scheduler option where you can see how your planned classes for next semester will fit into your daily schedule when it is time to register. This is especially helpful for someone with a job or other duties outside of school, showing the importance of time management to help you become a more successful student.” - Kia Yang, BCC Student

## Campus

- Advisor/Faculty facing platform - Launched in February 2018
- Information from SIS - demographic information, test scores, transcript information, program history
- Integration points with Navigate
- Communication tool (email & text)
- Appointment scheduling
- Documentation of appointments

## Campus Dashboard – Advisor

### Control options:

- Conversations
- Calendar
- Reminders
- Search
- Reports
- List of current advisees
- Search for individual students
- List of upcoming appointments (calendars sync to Outlook)

## Campus Dashboard – Faculty

- What classes they are teaching in the current semester
- List of students in their courses
- Send communication from this platform related to courses

## Student Profile

- Academic Program
- Completed Credits
- Risk Factors
- GPA
- Major Explorer

Before student even arrives, quickly look up important information which will frame the conversation with that student.

- Is this the right program?
- Are these goals still accurate?
- What can we do improve or maintain your GPA?
- Should you consider re-taking some the courses in which you received a D/F?

## Advising Appointment Reports

- Date/Time
- Reason for Appointment
- Notes on Appointment
- Follow Up
- Attachments (i.e. emails)

## Benefits of Campus – Individual Level

- Easy & efficient appointment scheduling
  - Eliminate the back and forth emails to schedule an appointment
  - Students can set up meetings through Navigate
- Maintain Advising Reports, improve student conversations
  - Advising Reports – along with student profile information, can look at where they are academically, review notes from other meetings – eliminates the need to catch up or “remind me of what we talked about.” More efficient and targeted conversations than before.

- Generate specific lists of students
  - “Watch Lists” or “Saved Searches”
- Search of students in a particular program
  - Search of students assigned to the academic counselors
  - Students with a certain GPA range and credits completed (eligible for honors program or Phi Theta Kappa)
  - Students who received mid-term warnings – ongoing follow up
  - Students who are on academic probation – ongoing follow up
  - Search of students in a given program (enrolled, active, not active)
- Communication tool
  - Reach out to class, advisees (text/email)

#### Benefits of Campus – Institutional Level

- Communication tool with students
  - Large scale communication with students: Notification of important things like (priority registration, you still have not registered, Navigate sessions etc.)
  - Cancelled classes/Schedule change notification
- Increase collaboration & communication among faculty and staff
  - We can see the notes on meetings – whenever a student meets with their assigned academic advisor during the academic year the notes from the advisor can be reviewed to have a better conversation with that students
- Reporting features
  - Data around communication with students
    - Number of advising appointments in a given time frame
    - Reasons students are meeting with advisors
    - Amount of time students are meeting with their advisors

#### The Numbers

- 415 Students Accessing Navigate
- 14 Advisors/Faculty Accessing Campus
- 186 Advising Reports logged
- 52% Priority Registration Appointments
- 25 min. Length of Average Advising Appointment
- 1781 Emails sent
- 3202 Text messages sent

#### Down the Road

- Alerts & cases for students at risk
- Progress Reports – advisors can check in with faculty teaching
- Launch of Navigate mobile app
- Kiosk Check-in – had been using paper sign in sheets or not logging student contacts at all
  - What is the traffic like in our offices?
  - Who is accessing our offices?

Discussion ensued.

**d. Co-requisite**

Chris Laney discussed co-requisites at BCC.

English Co-requisite, why go all in?

**Faculty Reactions**

- "Students are acting more like college students."
- "Students are upbeat about attending class and seem invested in their work, making teaching them a joyful endeavor."
- "Teaching in this way (supporting students as they actually work towards their degree) seems very natural... this is the way developmental writing should have always been done."

Fall 2016

Students in ENG 060 (standalone prerequisite)

20.3% withdrawals in the first week

Fall 2017

Students in ENG 090 (corequisite)

6.8% withdrawals in the first week

**Comparison – Before and After the Co-req**

Pathway	#Students	Pass %	Took Comp I	Did not take Comp I	Passed Comp I	Pass % (full cohort)
ENG 060 (FA13 - SP17)	748	63.0%	355 (47.5%)	393 (52.5%)	297	39.7%
ENG 090 (FA17)	65	60.0%	65 (100.0%)	0 (0.0%)	40	61.5%

Above chart:

- Over four years, from Fall 2013 through Spring 2017, only 39.7% of students who took developmental writing have passed Comp I.
- Whereas 61.5% of students who took corequisite developmental writing in Fall 2017 have already passed Comp I after one semester.
- If we had adopted the corequisite model in Fall 2013, over 150 more students would have passed Comp I by now.

## Measuring Success Ongoing:

### Tracking the Fall 2017 corequisite group

- Faster Completion? Early indicator:
  - Spring 2017 = 205 enrolled in ENG 102
  - Spring 2018 = 237 enrolled in ENG 102
- How many students were retained overall this spring vs. past semesters?
- Do the students perform differently in the non-ENG courses they took in spring?
- Do they take more credits overall?

President Kennedy commented on two handouts that the Board should review.

- A draft of the Board of Trustees Self-Evaluation
- NEASC Standards

## 4. Student Trustee Report

Pamela Preston Reported the following.

3/23 - The BCC nursing students held a non-perishable food drive in the cafeteria on March 23<sup>rd</sup> to help support the BCC Food Pantry.

4/5 – Fresh Check Day – a program of the Jordan Porco Foundation, is an uplifting mental health promotion and suicide prevention event that includes interactive expo booths, peer-to-peer messaging, support of multiple campus departments and groups, free food, entertainment, and exciting prizes and giveaways. The event was held in the Cafeteria, our attendance increased from 85 last year to over 100 students this year.

4/6 – 14 students volunteered for the entire week at the Teaching & Learning Conference (statewide conference for community college staff and faculty).

4/12 – Human Service club hosted a fundraiser at 99 Restaurant, the money was used to help those experiencing significant hardship; and a portion of these funds will also be donated to NAMI (National Alliance for Mental Illness); holiday gifts for families in the Elizabeth Freeman Shelter; needed donations to the BCC Food Pantry; and other Human Services Club events on campus and within our community.

4/17 – We opened our Women’s Center with a celebration grand opening. There were Community speakers as well as two of our students. The Center is located in the Student Engagement Center.

4/18 – LEAP program from RPI College met with 20 BCC students and held a workshop. The LEAP Program is a leadership and workshop facilitation program that trains new students to help give back to the Rensselaer Community.



4/18 – Iolani DeRis and Bridget Wnukowski both were nominated to the All Massachusetts Academic Team. They travelled to Boston on Wednesday and received their medals at the State House.

4/21 - The allied health department held their annual Wellness Fair at Paterson Field House. Admission was free, donations were accepted and went to the All-Out Adventure and the Brain Injury Association of Massachusetts for Berkshire County. There were a variety of exercise classes and chair massages; all done by our students. This event is part of College Wellness Program.

Today was our Phi Theta Kappa Ceremony; we inducted 59 students into this honor society.

4/23 - 4/27 we will be holding the Student Government Association election in the SBA lounge and the cafeteria between 9 – 1 p.m. We will be voting for BCC Board of Trustee, College Senate, and SGA members.

## 5. SUBCOMMITTEE REPORTS

### a. Finance

Vice President Law reviewed the third quarter trust fund report. Nothing out of the ordinary.

VP Law discussed the following:

#### Trends

- Smaller Increase in State Appropriations
- Declining Population in Berkshire County with Fewer High School Students
- Collaborative Efforts to Increase Enrollment
- Expanded Student Support Services

#### FY19 Budget

- Goal of Breakeven
- State Appropriation Up 1%
- Enrollment Down 5% (FTE)
- Full-Time Faculty Positions
- Expenses Managed Carefully
- Capital Improvements Funded Separately By State (Hawthorne & Melville, Paving, Etc.)

#### Student Focused

- Our Core Mission
- Goal = High Quality + Low Cost
- Approach = Reduce Expenses First
- Great Value for Higher Education
- Renovated Facilities & Leading-Edge Technology
- Importance of Financial Aid

## Fees

- College Service Fee Changes From \$163 To \$173 Per Credit
- Registration Fee Changes From \$20 To \$40 Per Semester (Waived for Priority Registration)

## Program Per Semester Fees

- Nursing (Associate Degree) -- \$300
- Practical Nurse -- \$100
- Physical Therapist Assistant -- \$250
- Respiratory Care -- \$125
- Massage Therapy -- \$150

## Lab Fees (\$30 per course)

- Biology
- Chemistry
- Engineering
- Environmental Science
- Physics

## Miscellaneous Fees

- Transcript Fee Changes From \$3 To \$5 Per Electronic Copy (\$6 For Paper)
- Charge from Credit Card Company Passed Through for Payments Made Using Credit Card (2.50%) – No Charge for Payments Made Using E-Check, Paper Check, Or Cash

The VP commented that everything that is done here is done with a focus on our students.

Much discussion ensued. Trustee Bowen asked why the College was hiring new full-time faculty when enrollment is down. President Kennedy answered by explaining that some of the positions being filled were filling vacant positions and others were to keep up with the workforce needs in Berkshire County.

Trustee Bowen asked if additional fees would hinder students from coming to college. President Kennedy explained that the College will have pockets of monies set aside for students who need it. Student Trustee Preston commented that the College should be sure that students know that.

The following three motions were voted on and approved.

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the Berkshire Community College FY18 Trust Fund Report for the third quarter ending March 31, 2018.*

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the following student fee changes for Academic Year 2018-2019: (1) an increase in the college service fee of \$10 per credit; (2) an increase in the*

registration fee from \$20 to \$40 per semester with that fee waived for students who register during Priority Registration; (3) program fees per semester of \$300 for Nursing (Associate Degree), \$100 for Practical Nurse, \$250 for Physical Therapist Assistant, \$125 for Respiratory Care, and \$150 for Massage Therapy; (4) a lab fee of \$30 per course for Biology, Chemistry, Engineering, Environmental Science, and Physics; (5) an increase in the transcript fee from \$3 to \$5 for electronic copies and \$6 for paper copies; and (6) passing through a charge from the credit card company of 2.50% for payments made using a credit card with no charge for payments made using an e-check, paper check, or cash.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the Preliminary FY19 Budget, including expenses in the amount of \$19,426,783, which are comprised of the following:

State Appropriation	\$ 11,087,959
General Purpose Trust Fund	\$ 7,172,154
Lifelong Learning Trust Fund	\$ 735,000
Designated Trust Fund	\$ 121,100
Student Government Trust Fund	\$ 75,570
Cafeteria Trust Fund	\$ 235,000

## 6. ADMINISTRATIVE ACTIONS

### a. Personnel Actions

Deb Cote presented the personnel actions.

President Kennedy asked Maura Delaney to talk about her upcoming sabbatical.

Maura's sabbatical will focus on the work T. M. Amabile's Organizational Creativity theory. Amabile's work will inform a research project that Maura hopes will enhance creativity in the workplace and bolster innovation, productivity, and morale. Delving into this theory will contextualize it in regard to BCC's particular community and organizational environment.

Maura will also work on a graphic adaptation of her nonfiction book, *The Radio Man: The Life and Letters of James G Delaney*. She sees this as a practical way to bolster her own creativity and enhance her teaching upon her return to the classroom in 2019

Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period March 20, 2018 through April 17, 2018.

7. OTHER BUSINESS

- a. Old – None.
- b. New – None.
- c. Upcoming Events

Commencement – June 1, 2018 at 4:30pm at Tanglewood

Spelling Bee Reception and Rededication of the Robert Boland Theatre – May 12, 2018


- Reception 6-7pm in the Susan B. Anthony Lounge
- Rededication 7:15pm in the Koussevitzky Lobby
- Performance of the Spelling Bee 8pm

8. ADJOURNMENT

The meeting was adjourned at 6:01pm to visit the new Anatomage table. The next scheduled meeting will be held on June 26, 2018.

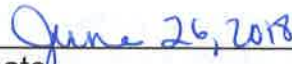
DATE: June 26, 2018

Respectfully submitted,

  
\_\_\_\_\_  
Kim Brookman

Approved:

  
\_\_\_\_\_  
Darlene Rodowicz, Board Chair

  
\_\_\_\_\_  
Date