



(ATTACHMENT I)

**BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING  
July 19, 2017**

**1. CONVENING**

A meeting of the Board of Trustees of Berkshire Community College was held on Wednesday, July 19, 2017, in the General Bartlett Room of the Susan B. Anthony Building. Vice Chair Caccaviello called the meeting to order at 4:34 pm.

**PRESENT:** Vice Chair Caccaviello, Trustees Bowen, Bradway, Crane, Hiltpold, Mirante, Zaffanella, and Student Trustee Preston

**ABSENT:** Chair Rodowicz and Trustee McCormick

**ALSO PRESENT:** From BCC's Executive Council: President Kennedy; Vice Presidents Klepetar, Law, and Smith; Deans Curtis, Wallace, and Wynn; Assistant to the President, Kim Brookman  
BCC Guests: Chris Laney, David Lesure, Kevin McGerigle, Jonah Sykes, Rick Wixsom  
Press: Jeffrey Vecellio, (PCTV)

**2. APPROVAL OF THE MINUTES**

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the May 2, 2017 meeting.*

President Kennedy mentioned some of the events taking place this week at BCC. The YMCA Camp is in full swing for the summer. Rock On (band camp) has begun. There was an articulation signing this afternoon with MCLA at the Conte building for Early Childhood Education.

**3. PRESIDENT'S REPORT**

**a. Program Review Theater**

Dean Chris Laney introduced Kevin McGerigle, Technical Director of the Boland Theater and faculty member. Kevin presented the following.

#### About the Program:

- Program was established in 1974 Robert Boland (BCC's first full time faculty member)
- Produced over 150 productions since 1961
- Students have more contact hours in a single production week than an entire 3-credit course.
- The Boland Theatre sees over 3,000 visitors per year.
- Currently produce three shows per year attended by over 1,500 audience members.
- Over 10 major rentals per year. Theatre was in use all but one week between June 1<sup>st</sup> and August 30<sup>th</sup> in 2015.

#### BCC's Theatre Program and the Community:

- Berkshire Theater Group-Students have the opportunity to join the apprenticeship program free of charge (\$4,000)
- Williamstown Theatre Festival-partnered with BCC and other community programs to produce a yearly premier main stage production with Obi award winning playwright Lucy Thurber (previous workshops featured Thomas Suduski)
- Pittsfield Community Television-Acting for Television and Film was held at studios
- Town Players of Pittsfield- Rocky Horror
- Lunch and Learn-Feature interviews with Jim Frangione, Andrea Borak and Jeff Link, Maisy Williams
- Barrington Stage, RockOn!, Berkshire Opera Festival, College Internship Program, Berkshire Drum Festival, Playwright Mentor Project, Sprout Film Festival
- Advisory Board-Tim Pare-Barrington Stage, Kara Demler-College Internship Project, Shawn Serre- PCTV, Alison Rachele Bayles-Berkshire Theatre Group, Jennifer Jordan-Miss Halls, Jenna Ware- Shakespeare and Company

#### College:

- The current mission, goals, and learning objectives of the BCC theatre program are designed to create a seamless transfer to four-year institutions and conservatory programs, as well as to provide successful job training to the benefit of the many professional theatres in the Berkshires and community theatres.

#### Program Needs:

- Full Time Faculty Member
- Dedicated Classroom
- Continued Support for theatre facilities

#### **b. Strategic Plan Update**

President Kennedy presented the organizational update to the Board. Most areas of revision are housed in the Student Affairs & Enrollment Management Division. Changes are being made to make our processes more efficient and streamlined. The progression is working toward creating a "one stop" on the first floor. One stop for students to come for information and service.

The President presented a number of organizational structures that were discussed over the past two years. A committee was formed to create and discuss different models. There were then a number of open meetings on campus to discuss these models.

Kennedy then presented the final organizational structure decided upon.

- Reductions               \$393,107
- Modifications           \$62,768
- Net Adjustment       \$330,339 (savings)

Trustee Zaffanella asked how success would be measured. Kennedy expressed that the College will be using a series of data points to assess where we are. The Board will be looking at a data dashboard in an upcoming meeting.

Trustee Bradway commented on the enormous amount of work that had been done and thanked everyone involved.

Trustee Crane commented about the tremendous amount of work and offered congratulations to the whole team for pulling it together. Crane asked if there are more silos to be integrated. President Kennedy said there were some things in the works but could not talk about them now because others needed to be involved in the conversation that were not present.

### **c. DubLab**

Adam Klepetar introduced Christina Wynn and Rick Wixsom who reported on DubLab, a communications tool for students. Expectations are, using this tool will help increase our retention rate.

Rick reported the following.

#### **Process for selection**

- Mobile App fits with incubator project from Strategic Planning on Student Achievement
- Looked at three options – selected DubLabs
  - Middlesex, Mt. Wachusett, Bridgewater and Bristol all use DubLabs
  - Is customizable & integrates with Colleague and Moodle
    - Costs & References were positive too
    - Worked with IT, Marketing, Academic Technology and the Registrar

#### **Timeline**

- Started conversations Fall, 2016 with DubLabs
- Weekly Teleconference since Dec. 2016
- Implementation began in Jan. 2017
- Went live mid-May 2017, soft release
- Fall, 2017 students will download MyBCC App

Christina reported the following.

**Features**

- Dashboard
- Communications tool
  - Notifications
  - View/complete assignments
  - Grades
  - Announcements
  - Faculty office hours
  - Events
    - Videos
    - Faculty/staff

**Future Features**

- Financial aid
- Billing/holds
- Navigate integration
- Virtual One Stop

**Launch for Fall, 2017**

- Value-add for students
- Channels for marketing
  - Student email
  - Social media
  - Website Orientation
  - Navigate
  - Welcome Back BBQ - signage
  - Digital signage
  - Posters

Trustee Hiltbold asked if there would be availability to rate the app. Wynn said yes. Trustee Crane asked if the Board could be updated on the app at future meetings. Yes.

Vice President Klepetar described the swipe action on the ID cards.

**4. STUDENT TRUSTEE REPORT**

President Kennedy introduced BCC's new student trustee, Pamela Preston.

Pamela reported the following.

On May 4<sup>th</sup>, Berkshire Community College held Fresh Check Day in conjunction with the end of the year barbecue. This event not only allowed our students to connect, but to check-in on their wellness as well.

On May 11<sup>th</sup>, we held the OLLI Mentor Luncheon. The mentors and their mentees were able to reflect about their experience with the Mentoring for Success program.

During the month of May, our BCC Players presented the musical, Next to Normal. Our students told the story of a family that coped with mental illness.

On May 18<sup>th</sup>, we held a pinning ceremony for our students in the Physical Therapist Assistant program.

On May 23<sup>rd</sup>, Berkshire Community College held a pinning ceremony to honor and celebrate our nursing students.

On June 1<sup>st</sup>, we held our 43<sup>rd</sup> Annual Awards Ceremony, in which 180 of our students were recognized with scholarships.

On June 2<sup>nd</sup>, Berkshire Community College held their 57<sup>th</sup> commencement ceremony at Tanglewood. We were honored to have Massachusetts Commissioner of Higher Education, Dr. Carlos Santiago, as our keynote speaker. This year, Jeremy Patterson was chosen as our valedictorian. He described the many obstacles he overcame. During the commencement, 295 students were awarded, in which 239 received associate degrees and 71 students received certificates. Whether our students are entering the job force or continuing their education at a four-year institution, they followed our motto, "Start Here. Go Anywhere."

On June 15<sup>th</sup>, we held a pinning ceremony to celebrate our graduates from the Practical Nursing Program.

On July 8<sup>th</sup>, U.S. Senator Elizabeth Warren held a Town Hall meeting at Berkshire Community College, in which 800 people attended.

## **5. ALUMNI TRUSTEE REPORT**

Jeff Hiltpold reported the following.

The Alumni group is helping spread the word of the upcoming Community College Night at Fenway Park. We are asking the Board and everyone listening to help spread the word as well. The event is on Thursday, September 28, 7:10 PM against the Astros. Bleacher seats should sell at slightly more than \$30 and grandstand seats will be approximately \$60, based on location. Any BCC student, alum, faculty or staff member OR Board Member will be able to purchase tickets, until they sell out. Please contact the advancement office at 236-2186 for specific information.

## **6. FOUNDATION BOARD TRUSTEE REPORT**

Vice President Smith reported the following.

It was reported that the Foundation expected to finish the fiscal year as of June 30 with income exceeding budget and expenses below budget. That was indeed the case

The Foundation's treasurer then presented the proposed FY '18 budget. A motion to adopt this budget passed unanimously after some discussion.

A re-cap of scholarship activity was also presented. 269 scholarships were awarded to 173 students. A total of \$290,000 in aid was received.

It was announced that Jill Sasso Curtis was in the process of planning a needs analysis and market study to determine the best future use of S. County Ctr. for BCC. It's anticipated that the analysis and study will take place this fall.

The investment committee reported strong returns on investment for the period ending May 31. The Foundation currently has approximately \$10 million in assets.

The audit committee reported that the Foundation's long-term audit firm, Furlano and Arace, is no longer offering these services. After a competitive bidding process, the committee chose O'Connor and Drew, P.C. as the new audit firm. This is the same accounting firm that provides auditing services for BCC.

## 7. SUBCOMMITTEE REPORTS

### a. Academic Planning

Nothing to report at this time.

### b. Executive

Nothing to report at this time.

### c. Finance

Vice President Law presented the FY17 projections and the FY18 preliminary budget.

The budget for FY17 looks to be breakeven but we are still waiting for final numbers.

The budget for FY18 will be breakeven, budgeted with a 5% decrease in FTE and a level funded state appropriation. Careful expense management will be needed.

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the Preliminary FY18 Budget, including expenses in the amount of \$19,168,517, which are comprised of the following:*

State Appropriation	\$10,911,835
General Purpose Trust Fund	\$7,132,932
Lifelong Learning Trust Fund	\$675,280
Designated Trust Fund	\$125,900
Student Government Trust Fund	\$87,570
Cafeteria Trust Fund	\$235,000

**d. Human Resources**

Next meeting is scheduled for August 14.

**e. Nominating**

Committee Chair Caccaviello asked the Board to send Kim Brookman any names that they would like the committee to consider.

**8. ADMINISTRATIVE ACTIONS**

**a. Personnel Actions**

President Kennedy presented the personnel actions.

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period April 25, 2017 through June 12, 2017.*

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period June 13, 2017 through July 18, 2017.*

**9. OTHER BUSINESS**

**a. Old** – None.

**b. New** – None.

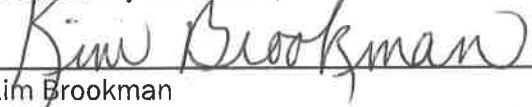
**c. Upcoming Events** - President Kennedy was pleased to announce that the August Board meeting would take place in the new meeting space downstairs (G12).

**10. ADJOURNMENT**

The meeting was adjourned at 5:44 pm. The next scheduled meeting will be held on August 22, 2017.

DATE: July 28, 2017

Respectfully submitted,

  
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Kim Brookman

Approved:

  
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Darlene Rodowicz, Board Chair

