



(ATTACHMENT I)

BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING  
January 22, 2019

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, January 22, 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, Crane, Hiltbold, and Kiely; Student Trustee Garcia-Rijos

ABSENT: Vice Chair Caccaviello; Trustees McCormick, Mirante, and Zaffanella

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice Presidents Berne, Cote, Klepetar, and Law; Dean Sasso Curtis; Assistant to the President, Kim Brookman

BCC Employees and Guests: Ken Conlow (BCC Alumni), Maura Delaney, Adam Emerson, Richard Felver, Chris Laney, Nicole Mooney, Anne Moore, Chuck Prescott, Laura Saldarini, Mitch Saviski, Gina Stec, Charles Stephens, Margaret Stephenson, Nancy Stoll, Beth Wallace, Christina Wynn, Costa Zervas

Press: 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 November 27, 2018 meeting.*

3. PRESIDENT'S REPORT

a. New Employee Introductions

Adam Klepetar introduced Nancy Stoll. Nancy is working as a financial advisor, coaching students in managing their finances through the Financial Aid Office.

b. Remember Charlie Kaminski

President Kennedy spoke about what a loss Charlie's untimely death is to the College and to his many friends in the county and across the state. She spoke of his calm presence and wonderful dry wit. Charlie was involved in everything...on campus, in the county, and across the state. He loved to travel with his husband Tom.

The Board watched a beautifully made video of pictures of Charlie.

c. Response Plan

Vice President Berne talked about the future of the Academic Affairs division. The current structure of the division has three departments: Nursing, Health, & Social Sciences; Business Science, Math & Technology; and Humanities.

The issues that are being addressed:

- Streamline the Nursing Leadership by creating a Dean of Nursing position and eliminating the Director of Nursing position
- Create a new STEM division
- Align credit and non-credit offerings to respond to workforce needs
- Institutionalize faculty support and design a Center for Teaching & Learning with joint faculty and administrative leadership

Administrative Position Changes:

- Director of Nursing – Eliminate
- Dean of Nursing – Add
- Dean of Nursing, Health, Social Sciences – Eliminate
- Dean of Business, Science, Math, Technology – change to Dean of STEM
- Dean of Humanities – change to Dean of Humanities and Social Sciences
- Dean of Workforce – change to Dean of Business and Workforce and move to Academic Affairs
- Director of Center for Teaching & Learning – changed to Dean of Teaching, Learning and Instructional Innovations

Net Academic Administrative Changes:

Current

- 4 Deans (one reports to the President)
- 3 Directors

Future

- 5 Dean (all report to Academic Affairs)
- 1 Director (library)

The new structure of the division will have four departments: Nursing, STEM, Business & Workforce, and Humanities & Social Sciences.

d. Sabbatical Report

Associate Professor of English, Maura Delaney presented her sabbatical report to the Board. Her report was titled: Organizational Creativity & Graphic Adaptation of *The Radio Man: The Life and Letters of James G. Delaney*.

Professor Delaney talked about the three components of creativity: expertise, creative-thinking skills, and motivation. She also spoke about Mihaly Csikszentmihalyi's theory of flow and Howard Gardner's Multiple Intelligences. She went on to describe the graphic adaptation of *The Radio Man*. This process included language, coloring, perspective, etc..... Starting with the original text, visualization of the scenes, and scripting those scenes. Many rough drafts were made before realizing the finished product.

Ken Conlow, a BCC Alumni, created the visual graphics in this project. He explained his part in this undertaking.

e. NECHE

Chuck Prescott and Margaret Stephenson briefly reviewed NECHE (New England Commission of Higher Education) Standards 1, 2, 3, and 7.

- Standard One – Mission and Purposes
- Standard Two – Planning and Evaluation
- Standard Three – Organization and Governance
- Standard Seven – Institutional Resources

Trustees broke into groups with NECHE Standard Chairs to review the standards and ask any questions they had about the standards and process.

The group reconvened to resume the meeting.

President Kennedy announced that this was Deb Cote's last Board meeting as she would be retiring at the end of February.

4. STUDENT TRUSTEE REPORT

Sonia Garcia-Rijos reported the following.

- On November 20<sup>th</sup>, BCC had the Madness Luncheon, the student government from Stern's Elementary school attended and expressed content and enjoyment through thanksgiving activities.
- That evening the SGA (Student Government Association) and MSSO (Multicultural Student Services Organization) members put together a thanksgiving dinner at the Trinity Church in Lenox with the purpose of raising money for the Eleanor Velez Scholarship, which was created for international students who do not qualify for financial aid. Liliana Atanacio, an alumna of BCC, took over as the MSSO leader while Eleanor was in Mexico, and was the one who brought the idea of creating this scholarship in Eleanor's honor. (We are still accepting donations.)

- On December 4<sup>th</sup>, we had a guest speaker come into our SGA meeting. His name is Alan Rubin, an OLLI mentor, who mentors our SGA president, Don Ross. He spoke to us about how to succeed as a leader in a leadership role.
- On December 20<sup>th</sup>, the SGA and MSSO had a holiday party to celebrate our accomplishments and enjoy being together before the winter break.
- MCLA Leadership Conference will be held on February 9<sup>th</sup>.

## 5. FOUNDATION BOARD TRUSTEE REPORT

Lori Kiely reported the following.

- South County Center feasibility study is underway
- 40 Under Forty is on March 21<sup>st</sup>
- Scholarship applications will open on February 11<sup>th</sup>
- Awards Night is on May 30<sup>th</sup>
- Alumni Development Outreach
  - New Newsletter
  - Membership Events
  - Alumni Meet-Ups
- Foundation Board voted a 4 ½ % spend on interest, which will provide level funding for this year's scholarships

## 6. SUBCOMMITTEE REPORTS

### a. Finance Committee

Vice President Law discussed the FY18 A-133 Audit Report, stating that there were two findings. Anne Moore, Director of Financial Aid, explained the first finding. A student had been overpaid for the Pell Grant lifetime limit. BCC repaid the Federal Government for the overage. Registrar Adam Emerson explained the second finding, not reporting a student's status to the Clearinghouse in a timely fashion.

*Upon a motion duly made and seconded, it was VOTED unanimously to accept the FY18 A-133 Audit Report, which was prepared by O'Connor & Drew as Of June 30, 2018.*

Vice President Law explained to the Board that the FY18 Financial Audit Report needed to be restated. This restatement was necessitated by corrections to the original calculations performed by the Commonwealth of Massachusetts for GASB 75.

*Upon a motion duly made and seconded, it was VOTED unanimously to accept the restated FY18 Financial Audit Report, which was prepared by O'Connor & Drew as of June 30, 2018. It is understood that this restatement was necessitated by corrections to the original calculations performed by the Commonwealth of Massachusetts for GASB 75.*

Vice President Law briefly reviewed the first and second Trust Fund Reports with the Board.

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the FY19 Trust Fund Report for the first quarter ending September 30, 2018.*

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the FY19 Trust Fund Report for the second quarter ending December 31, 2018.*

7. OTHER BUSINESS

- a. Old – The “Mission Word Cloud” was discussed.
- b. New – Jeff Hiltpold has decided not to run for re-election as Alumni Trustee. His term will be ending when the new trustee has been voted in.
- c. Upcoming Events – The Board members were given 3 pages of upcoming events to peruse. Culinary Dinners will be announced soon.

8. ADJOURNMENT


The meeting was adjourned at 6:28pm. The next scheduled meeting will be held on March 26, 2019.

DATE: March 26, 2019

Respectfully submitted,

  
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Kim Brookman

Approved:

  
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Darlene Rodowicz, Board Chair

  
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Date

