

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING
March 26, 2019**

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, March 26, 2019, in G12 of the Susan B. Anthony Student Center. Vice Chair Caccaviello called the meeting to order at 4:33 pm.

PRESENT: Vice Chair Caccaviello; Trustees, Bowen, Casper (by phone), Hiltbold, McCormick, Mirante, and Kiely; Student Trustee Garcia-Rijos

ABSENT: Chair Rodowicz; Trustees Crane, and Zaffanella

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: Michele Darroch, Stacy Evans, Lauren Goodman, Paul Johansen, Melissa Loiodice, Nell McCabe, Charles Park, Chuck Prescott, Mitch Saviski, Margaret Stephenson, Christina Wynn
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 January 22, 2019 meeting.

3. PRESIDENT'S REPORT

a. NECHE

Chuck Prescott, Margaret Stephenson and Standard Committee Chairs (in parentheses below) briefly reviewed NECHE (New England Commission of Higher Education) Standards 4, 5, 6, and 8.

- Standard Four – The Academic Program (Charles Park, Michele Darroch)
- Standard Five – Students (Christina Wynn)
- Standard Six – Teaching, Learning and Scholarship (Nell McCabe, Lauren Goodman)
- Standard Eight – Educational Effectiveness (Paul Johansen, Stacy Evans)

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 and each group talked about what they learned in the breakout sessions.

Trustees McCormick and Caccaviello spoke about Standard Four, particularly transparency and assessment.

Trustee Kiely spoke about Standard Five, particularly declining enrollment, more needy student population, and the need to right size programs and look into other possible student populations.

Trustee Hiltbold spoke about Standard Six, particularly about Moodle, the College's Learning Management System.

Trustee Bowen spoke about Standard Eight, particularly the shifting culture that is more data driven, gateway course redesign, program reviews, and course evaluation.

Professor Prescott told the Board that Standard Nine would be reviewed at the April board meeting and that the Board would receive a draft of the complete report to review prior to that meeting.

President Kennedy announced that on Tuesday, April 16th, President Crowley, the NECHE Team Chair, would be visiting and meeting with various groups on campus. She also mentioned that the Board should hold the night of Sunday, October 20 for dinner with the visiting team.

b. Risk Management

Vice President Law briefly spoke about risk management related to the following subjects, beginning with the quote, "All Successful Enterprises Take Risks," taken from the National Association of College and University Business Officers.

Types of Risks:

- Strategic
 - Strategic Plan
 - Data-Driven Decisions

- Financial
 - Dual Controls
 - Daily Attention
 - Budgeting Process
 - O'Connor & Drew
 - State Comptroller
 - State Auditor

- Operational
 - Functional Areas
 - Physical Security
 - Data Security
- Compliance
 - Federal
 - State
 - Local
- Reputational
 - Mission & Values
 - Honest Communication
 - Proactive Approach

Physical Security

- Director of Safety & Security
- Emergency Planning Committee
- Tabletop Exercises
- Lab Safety Training
- Behavioral Assessment Team

Data Security

- Director of Information Technology
- Commonwealth Priority
- Network
- Testing
- Training

Internal Control Plan

- Enterprise Risk Management
- Core Document
- Reviewed & Updated Annually
- President's Cabinet
- Finance Committee

Risk Assessment

- Event Identification
- Likelihood (Low / Medium / High)
- Impact (Low / Medium / High)
- Response (Accept & Monitor / Eliminate / Reduce by Implementing Controls / Share with Another Entity)

There is always risk. Our approach is to define risks clearly, mitigate potential impacts, and strive for continual improvement... While establishing priorities and allocating valuable resources.

c. Dashboard

President Kennedy and Vice Presidents Berne, Law, and Klepetar reviewed the BCC Dashboard beginning with the Mission, Values, and Vision of the College, and BCC's current strategic plan (see attached).

Mission

Berkshire Community College (BCC) strives to place higher education within reach of all residents of Berkshire County and beyond. BCC is committed to access, academic excellence, student success, and leadership in the community.

BCC helps students overcome financial, physical, and/or social barriers and welcomes them into a college environment of academic excellence.

BCC provides quality programs that prepare students to enter or progress within the workforce and/or for transfer, while fostering a lifelong enthusiasm for learning.

BCC provides the resources and services students need to be successful, to meet our academic standards, and to achieve their personal and professional goals.

BCC provides leadership by furthering the engagement of our students in the community; by working collaboratively with civic leaders, organizations, and employers; and by serving as a center for diverse educational and cultural activities.

Values

In recognition of its tradition of academic excellence and service, Berkshire Community College affirms the following values:

- Integrity and Engagement. - We expect all members of the college community to participate in the fulfillment of the college mission through actions that are forthright and consistent with the mission.
- Innovation. - We promote a campus climate that encourages innovative thought and creative expression.
- Diversity and Inclusion. - We foster an environment that validates and respects cultural identities and provides curriculum, pedagogy, programs and services within multicultural philosophies and frameworks.
- Service. - We maintain a community that demonstrates respect for growth, responsibility, and leadership through service to others.
- Sustainability. - We follow practices that promote environmental and financial sustainability at the college.

Vision

BCC is a dynamic learning community, transforming lives and preparing students to succeed in an increasingly complex, diverse, and changing world.

Data covered in the Dashboard included:

- Fall headcount and credit load from 2009 – 2018
- Percentages of first-generation students from 2004 - 2018
- Percentages of student groups by age from 2009 - 2018
- Percentages of students with previous degrees from 2009 - 2018
- Expected family contribution from 2004 - 2018
- Percentage of Pell recipients from 2009 - 2018
- Percentage of program category enrollment for Fall 2018
- Percentage of freshman retention from 2009 - 2018
- Number of Associate and Certificate graduates from 2013 - 2018
- Percentage of non-white fall enrollment by race/ethnicity from 2007 - 2018
- Closing the Gaps
 - Graduation rate by race/ethnicity from 2008 – 2014
 - Graduation rate by sex and Pell status from 2008 – 2014
 - Achieving the Dream success rate by race/ethnicity from 2003 – 2011
 - Percentage of English students completing remedial and first college-level course within two years
 - Percentage of math students completing remedial and first college-level course within two years
- Operating Revenues
 - Net tuition and fees from FY2014 – FY2019 Budget
 - State funding formula from FY2014 – FY2019 Budget
- Operating Expenses
 - Percentages spent from FY14 - FY18
 - Instruction
 - Academic Support
 - Student Services
 - Scholarships & Fellowships
 - Facility Operations
 - Institutional Support
 - Auxiliary Operations
- Foundation
 - Net fund raising from FY13 – FY19

Trustees asked that the following be added to the dashboard:

- All data should go back as far as 2005
- Percentages of student age groups should include traditional full-time/part-time and non-traditional full-time/part-time
- Add a total to the percentage of non-white fall enrollment by race/ethnicity
- Break out graduation rate by sex and Pell status by race/ethnicity
- Add a page to cover the break-down of online classes
- Add a page with explanations

Trustee Bowen stated, “You manage what you measure and you measure what you treasure.”

4. STUDENT TRUSTEE REPORT

Sonia Garcia-Rijos reported the following.

- January 24th - Welcome Back Pizza Bash
- February 5th - MassPIRG Forum
- February 9th - Eight SGA members attended the MCLA Annual Leadership Conference
- February 14th - Love Carefully Day Luncheon
 - Exhibitors from campus and local agencies distributed information related to personal sexual health and wellness.
 - 195 students, staff, and faculty attended
- March 2nd - SGA attended the MassPIRG retreat
- March 8th - BCC Basketball Team participated in a 3-day tournament at UMass-Amherst
- March 12th - SGA attended the Inclusion, Diversity, and Free Speech forum
- March 14th - Saint Patricks' Day Luncheon
 - Keeping with the holiday tradition, a healthy luncheon of Irish themed food was enjoyed by 127 participants and was sponsored by the Food Pantry.
 - SNAP representatives were on hand to help students fill out applications for benefits.

5. FOUNDATION BOARD TRUSTEE REPORT

Lori Kiely reported that 40 Under Forty was a great event and very well attended.

6. SUBCOMMITTEE REPORTS

a. Finance Committee

Vice President Law reported that FY19 will come in as a break-even year and the FY20 preliminary budget is in the works and will be presented at the April board meeting.

b. Human Resources

Trustee Bowen read the following evaluation summary of President Kennedy.

Presidential Evaluation Summary 2017/18

The Human Resources sub-committee of the Berkshire Community College Board of Trustees conducted this 2017/2018 evaluation using President Kennedy's written self-assessment based on the mutually agreed-upon goals; information conducted from surveys of Board members, students, faculty, the staff, and the community; as well as performance against statewide goals identified by the Massachusetts Board of Higher Education.

There was clear and pervasive agreement that President Kennedy's performance is outstanding. The overall progress of the college against both its own stated goals and the evident needs of the community are palpable. President Kennedy has the trust and confidence of the various stakeholder groups, as evidenced in survey results.

Notable accomplishments include, but are not limited to:

- Continued improvement of the college's performance on the "Big Three" – Boost College Completion, Close Achievement Gaps and Attract and Graduate More Students from Underserved Populations.
 - During the 2017/2018 academic year the College institutionalized multi-placement methods for developmental education and a co-requisite program for English. As a result, the College is seeing more students persisting in their education.
 - Even though the student population is small, the College is seeing consistent completion by African-American and LatinX students.
 - In academic year 2017/2018 the College continued to experience greater diversity on the campus. Since 2009, the African- American student population grew 50%, the Hispanic student population grew 53%, and the Caucasian population declined 10%.
- Implementation of Year 4 of the Strategic Plan, including:
 - Adjusting the course schedule to better meet the needs of both students and faculty;
 - The development of an enrollment management plan;
 - The renovation of the parking lots, installation of the turf field, and completion of the Hawthorne and Melville buildings and connector; and
 - Careful study, analysis and implementation of the college's fee structure to ensure fiscal responsibility.
- Preparation of the college for the 10-year NEASC/NECHE self-study process, including the formation of 9 subcommittees that began work in Spring 2018.

Her principle strengths relative to 2017/2018 assessment were seen as follows:

- Community engagement – She is a leader in the Berkshires. She is visible, responsible and a bright, positive force for the community that BCC calls home.
- Presence in Boston – It is evident that her leadership in Massachusetts Community College councils and meetings is valuable to the state, to other community colleges, and to BCC. It provides her access to state leadership and gives a strong voice to BCC.
- Progress against strategic plan – President Kennedy has been meticulous about making progress against every tenet, reporting that progress, engaging the BCC community, and assessing/correcting along the way. This is the most significant effort that she undertakes, and our assessment is that she and the college are performing very well.
- Collaboration –President Kennedy works hard to listen to constituents and engage them at the right levels to collaborate on initiatives large and small.
- Financial acumen – She has maintained outstanding governance over the college finances. She has a strong team financially, she uses them, and she uses her own position in statewide councils to keep the finances in a strong position despite headwinds of downward trending enrollment and government funding challenges.

7. ADMINISTRATIVE ACTIONS

BCC's new Director of Human Resources, Melissa Loiodice, presented the personnel actions for approval.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period November 20, 2018 through March 12, 2019.

8. OTHER BUSINESS

a. Old – none

b. New – Vice Chair Caccaviello read an endearing letter to the Board from former trustee Ross Dindio (see attached).

President Kennedy spoke about Gary Lamoureux's passing. He was a long time BCC leader, educator, mentor, and friend.

Vice Chair Caccaviello spoke with great affection of what Gary meant to him when he was a student here in the 1980's.

On Saturday, March 30, at 11:00 a celebration of life will be held in K111 in Gary's honor.

c. Upcoming Events – President Kennedy reviewed some of the upcoming events.

- Spring Concert – Friday, April 12, 7pm
- Phi Theta Kappa Induction Ceremony – Thursday, April 25, 2pm
- Wellness Day – Saturday, April 27, 10am
- End of the Year Student Art Show and Reception – Wednesday, May 8, 4pm
- Spring Musical (Pippin) and Reception – Saturday, May 11, 6:30pm
- PTA Pinning Ceremony – Wednesday, May 22, 6pm
- ADN Pinning Ceremony – Tuesday, May 28, 6pm
- Awards Night – Thursday, May 30, 5pm
- Commencement – Friday, May 31, 4:30pm
- LPN Pinning Ceremony – Thursday, June 20, 7pm
- 50th Anniversary of Nursing Celebration – Friday, June 28, 5:30
- 50th Anniversary of Nursing Reunion – Saturday, June 29, 9am

There will be an event in late April to celebrate Don and Merry Lathrop, more details to follow.

9. ADJOURNMENT

The meeting was adjourned at 6:28pm. The next scheduled meeting will be held on April 23, 2019.

DATE: April 23, 2019

Respectfully submitted,



Kim Brookman

Approved:



Darlene Rodowicz, Board Chair

4/23/2019

Date

