BERKSHIRE COMMUNITY COLLEGE

(ATTACHMENT I)

BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING
October 3, 2017

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, October 3, 2017, in G12 of the Susan B. Anthony Building. Trustee Hiltpold called the meeting to order at 4:36 pm.

PRESENT: Trustees Bradway, Crane, Bowen, Hiltpold, and Mirante
By phone: Trustee Zaffanella

ABSENT: Chair Rodowicz and Trustees Caccaviello, McCormick, and Student Trustee Preston

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice Presidents Cote, Delaney, Klepetar, Law, and Smith; Dean Sasso Curtis; Assistant to the President, Kim Brookman
BCC Guests: Chris Aylesworth, Ann Billings (AHEC Board Member), Sheila Dargie (AHEC), Michele Darroch, David Dilulis (O'Connor & Drew), Vincent Guarino (O'Connor & Drew), Chip Joffe-Halpern (AHEC), Drew Hicks, Barbara Kotelnicki, Chris Laney, David Nichol, Mitch Saviski, Beth Wallace, Christina Wynn
Press: Jonathan Levine (Pittsfield Gazette), Jeffrey Vecellio and David Wyett (PCTV)

2. APPROVAL OF THE MINUTES

Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the August 22, 2017 meeting.

3. AUDIT (O'Connor & Drew)

David Dilulis and Vincent Guarino presented BCC's audit report to the Board with an unmodified opinion. The deadline to submit audit reports to the State is October 15th.

Upon a motion duly made and seconded, it was VOTED unanimously to accept the FY17 Financial Audit Report, which was performed by O'Connor & Drew as of June 30, 2017.

4. PRESIDENT'S REPORT

a. New Employee Introductions

Chris Laney introduced Barbara Kotelnicki, BCC's new Assistant Professor of Education.

Chris Aylesworth introduced David Nicol, BCC's new Assistant Professor of Nursing.

b. AHEC

Dean Jill Sasso Curtis introduced Chip Joffe-Halpern, Sheila Dargie, and Ann Billings from Berkshire Area Health Education Center (AHEC).

Dean Sasso Curtis went on to explain the new collaboration between BCC and AHEC. The Collaborative will be under the joint direction of the Executive Director of Berkshire AHEC and the Dean of Community Engagement, Education and Workforce Development at BCC.

The Collaboration:

- A formal partnership created for a specific purpose
- Exists outside the two organizations
- Does not impact the structure or operations of either
- Designed to foster innovation and expand our impact and reach

Over the next year:

- Berkshire AHEC will reside on the College's main campus
- Jointly create and launch two continuing education programs
- Explore the possible development of for-credit health professions student education
- Develop a shared vision for a longer-term partnership and a business plan
- Finances of the two organizations will remain separate.
- We will share expenses and revenue associated with the activities of the Collaborative
- Berkshire AHEC will pay a nominal amount of rent to the College to cover the cost of office space and services.

The collaboration will contribute to the Healthcare and Social Assistance Sector in our area that is essential for a thriving Berkshires. The healthcare sector is the top industry sector in terms of employment and level of wages that requires a skilled workforce and continuing education.

Berkshire AHEC's Transition to Campus:

- Proposed location at BCC is K213H (former Math Lab)
- Open space with work stations for six Berkshire AHEC employees
- AHEC and BCC Teams working collaboratively for a smooth transition
- Move to take place October 20 – 23, with operation to be up and running at BCC on October 25

Plans beyond 2018:

- Integrate more deeply as the collaboration proves to be successful
- Develop significant initiatives related to credit-based health professions education

- Increase prospective and current BCC students' interest in health professions including nursing, medicine, dentistry, and public health
- Create pathways from BCC into these professions
- Provide exceptional continuing education for healthcare/human services professionals from the Berkshires and beyond.
- Contribute to the well-being of Berkshire County through programs for the community

c. EAB/Navigate Update

Vice President Adam Klepetar spoke to the Board regarding the research going on. Community colleges are at the peak of their popularity, particularly with Generation Z; nevertheless, enrollment is down.

What affects BCC's enrollment:

- Recession/unemployment
- Declining # of HS graduates
- Declining regional population
- Increased competition
- Four-year privates
- Four-year publics
- For-profit institutions

Vice President Klepetar stated that BCC needs to reengage with those students who started, but never completed, their degree. The College needs to also look at credit taking behavior. Students who take more credits will graduate more quickly and also generate more FTE for the College.

We are optimistic that this program will help engage and retain more students. So far, the Navigate program is showing that 47% of the clicks were related to academic planning and 32% were related to financial aid.

d. Online Application

Dean of Enrollment Management, Christina Wynn briefly explained the application process, both before, and since introducing the online method.

Previous Applications

- Paper only 1960 to 2014
- Electronic submission 7/31/2014
- Integrated submission 9/12/2017

Enhancements

For the applicants

- Create an account
- Allows applicant to save and return
- Check status
- Google or Facebook account integration

For BCC

- Integration to SIS every 5 minutes
- Check for duplications

- Reduces input time
- Increase response to students

Dean Wynn went on to show how the application process works and showed a dashboard of results.

5. STUDENT TRUSTEE REPORT

Nothing to report at this time.

6. ALUMNI TRUSTEE REPORT

Nothing to report at this time.

7. FOUNDATION BOARD TRUSTEE REPORT

The BCC Foundation met on September 28 for the foundation's annual meeting.

The foundation president, Gene Dellea, did not give a report. Craig Smith instead shared a PowerPoint presentation with the group, effectively the same presentation that was presented to this board at our last meeting.

Ellen Kennedy provided an update on progress at the college. She indicated that renovations are generally complete at Hawthorne and Melville, invited board members to tour the connector, and mentioned that the hard-scape project continues to move forward. She further indicated that the fall semester is off to a strong start.

Pat Sinclair, the foundation's treasurer, reported that the foundation finished the year with income above projection and expenses below budget. The audit committee shared that our audit firm O'Connor and Drew, provided us with a clean audit.

The foundation's investment committee indicated that returns on investment continue to be strong.

All existing officers and board members were re-elected to new terms, with the exception of Ellen Whittaker who resigned. She received special thanks for her excellent service.

8. SUBCOMMITTEE REPORTS

a. Finance

Vice President Law presented the final FY18 budget. FY17 ended with a surplus of $306,897 as a result of several major projects that were pushed into FY18. BCC will have a planned deficit for FY18 to balance the surplus in FY17, to net $6,897.

Trustee Mirante proposed a motion.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the Final FY18 Budget, including expenses in the amount of $19,414,608, which are comprised of the following:

State Appropriation	*$ 10,978,177*
General Purpose Trust Fund	*$ 7,293,281*
Lifelong Learning Trust Fund	*$ 707,280*
Designated Trust Fund	*$ 125,300*
Student Government Trust Fund	*$ 75,570*
Cafeteria Trust Fund	*$ 235,000*

b. Human Resources

Jeff Hiltpold, Chair of the HR Committee read President Kennedy's evaluation summary.

Upon a motion duly made and seconded, it was VOTED unanimously to accept the Human Resources Subcommittee report.

President Kennedy thanked everyone for a wonderful year.

9. ADMINISTRATIVE ACTIONS

a. Personnel Actions

Deb Cote presented the personnel actions.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period August 23, 2017 through September 25, 2017.

10. OTHER BUSINESS

a. Old – None.

b. New – None.

c. Upcoming Events - President Kennedy reminded the Board of Convocation on October 19th at 12:15 and the Harvest Run on October 21st.

11. ADJOURNMENT

The meeting was adjourned at 5:54 pm. The next scheduled meeting will be held on December 5, 2017.

DATE: October 20, 2017

Respectfully submitted,

Kim Brookman

Approved:

Darlene Rodowicz, Board Chair

Presidential Evaluation Summary

In conducting President Kennedy's 2016/17 evaluation, the Human Resources sub-committee of the Berkshire Community College Board of Trustees has determined that she has effectively addressed the mutually agreed upon goals in addition to effecting many other notable accomplishments including, but not limited to:

- Transition Leadership – The College saw many changes, including retirements of 3 Vice Presidents. As of today, there is only 1 remaining position, VP of Academic Affairs, to be filled.
- Implementation of Year Three Strategic Plan
    - Engaged Learning with the college meta majors, we have maximized the pathway for students by using EAB Navigate and GPSSTEM.
    - Student Achievement with a comprehensive enrollment plan was done in conjunction with VP Student Affairs and Enrollment Management.
    - Full utilization of Hawthorne and Melville will be in effect. The parking lots and roadways will be 75% complete by the end of Fall semester.
    - Advancing the Institution as the college saw an increase in social media activity and web site visits when we raised our brand awareness by developing a new in-house campaign.
    - Collaborative Partnerships as the college hired a STEM Career Readiness staff member who, along with her STEM Starter Academy duties, developed videos of the local community.
- BCC's continued focus, monitoring, and communication of the Department of Higher Education Vision Project Big Three with Developmental Math, Developmental English, Retention, Student Success Rate
- President Kennedy continues to participate, and exemplify leadership and community partnership through many External Outreach/Committees
- Presidential Evaluation Survey Results
    - Board of Trustees: Questions were answered of all 10 Board members and the majority rated President Kennedy's performance as "excellent" in the following areas:
        - Staff and student engagement
        - Community engagement
        - Keeping the BOT informed regarding important issues
        - Developing and operation of College's budget
        - Strategic Planning
        - Long range planning and implementation
    - Faculty/Staff: Sixty-two employees participated in the survey. The majority rated President Kennedy's performance as excellent in the following areas:
        - Making the College Affordable/fundraising
        - Implementing the Title III grant for academic year 2016-2017
        - Improving the Physical Plant
    - Students: Ninety-eight students participated in the survey. The majority rated President Kennedy's performance as "excellent" in the following areas:
        - Is Accessible and supportive to the student body
        - Communicates a clear vision for BCC
        - Represents BCC well in the community
        - Advocates well for BCC at the state level
        - Is visible at campus events and in the community
    - Community: Seventy-seven members of the Berkshire community participated in the survey. The majority rated President Kennedy's performance as "excellent" in the following areas:
        - The President fills the role as ambassador for the College in the community
        - The President is an articulate and appropriate spokesperson for the College
        - The President communicates with and has effective linkages with community members and other educations providers
        - The President has implemented strategies to increase the profile of the College in the community.