



(ATTACHMENT I)

BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING  
August 26, 2014

1) CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, August 26, 2014 in the General Bartlett Room, Susan B. Anthony Building. Chair Rodowicz called the meeting to order at 4:29 pm.

PRESENT: Chair Rodowicz, Vice Chair Dindio, Trustees Bradway, Caccaviello, Ingegneri, Laurens, Supranowicz, Wynn and student trustee Chipalo

ABSENT: Trustee Roberts

ALSO PRESENT: President Kennedy; Vice Presidents Bullock, Feinerman, Law, and Mulholland; Assistant to the President, Kim Brookman, Other Guests: Christina Barrett, Gabby Brooks (student), Reena Bucknell, Lynette Cornwell, Calvin Dziedziak (student), Anna Foss, Samantha Herman (student), Jeffrey Hiltbold, Charles Kaminski, Jonathan Levine (Pittsfield Gazette), Chuck Prescott, Liz Recko Morrison, Scott Richards, Margaret Stephenson, Stephen Streeter (student), Laura Szczepaniak (student), Jim Therrian (Berkshire Eagle), Matt Tucker (PCTV), Heidi Weber, Connie West, Michael Zsofka (STEM Academy student)

2) APPROVAL OF THE MINUTES

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the June 17, 2014 meeting.*

3) PRESIDENT'S REPORT

a. Ambassador Programs

Reena Bucknell, Criminal Justice Professor spoke about BCC's Downtown Ambassador Program and introduced three of the ambassadors, Calvin Dziedziak, Samantha Herman, and Stephen Streeter. In this pilot program, ambassadors provide helpful information to tourists and residents alike. Assisting with information on downtown parking, dining, shopping, and cultural activities, and offering directions as needed.

Christina Barrett spoke about BCC's on Campus Student Ambassador Program and introduced three of the on campus ambassadors, Gabby Brooks, Edson Chipalo, and Laura Szczepaniak. The on Campus Student Ambassador Program recruits qualified students to represent Berkshire Community College in a number of initiatives, serving as role models and mentors. This group of trained student representatives provides the campus with an additional resource of student leaders to assist new and current students, represent the college in outreach efforts, assist in campus wide events, provide support to the Admissions and Student Life Offices and promote the image of BCC, including appearing in college promotional materials and working with faculty, staff and students to promote the college's programs and services.

**b. New Website**

Christina Barrett, Director of Marketing & Student Recruitment introduced BCC's new logo and gave a brief run-through of the new website which now includes an online application form.

**c. NEASC Report**

Chuck Prescott, Professor of English, and Margaret Stephenson, Interim Director of Institutional Effectiveness reviewed BCC's 5th year NEASC report. This report analyzes, appraises, and reflects upon progress made since the last comprehensive Self-Study submitted in 2009.

Areas of emphasis covered in the report were:

1. Completing the implementation of the core competencies and using the results of this and other assessments to enhance institutional effectiveness.
2. Improving the use of data reflecting the success of developmental education in preparing students for success in credit bearing instruction.
3. Assuring the continuation of student services currently provided through grant-supported initiatives and federal stimulus funds.
4. Implementing systematic and integrated evaluation activities across the college and using the results for improvement.

Professor Prescott read the reflective essay, entitled "Traveling Hopefully," to the Board. "The motto of Berkshire Community College is a quotation drawn from Robert Louis Stevenson: "To travel hopefully is a better thing than to arrive." The point of assessment is to help us pinpoint the moments that occur while traveling along that path, to understand how and why those moments are effective, and then to replicate those positive experiences for other students as well. By engaging in these initiatives mindfully and deliberately, collecting good data and asking good questions, and then using the results of that self-reflective assessment to track the success of the interventions and alterations made, the college will continue to provide its students with an excellent educational experience. BCC's challenge is to offer open access to all Berkshire County residents who want to pursue higher education, to meet those students where they are, wherever they are, however they got to that point, and then to help them change their lives. As we constantly pursue that high goal, we reflect on our successes, interrogate our weak spots, and plan ways to constantly improve. It is through that ongoing process that we travel hopefully with our students as we strive to fulfill our mission, and help them also to arrive."

d. Hawthorne/Melville Update

Scott Richards's gave an update on the Hawthorne/Melville renovation project, particularly the timeline for the project. The certified study was completed in August. Schematic design is scheduled for September, construction management for November, and design development for January with all faculty being temporarily relocated to Melville. The timeline is very aggressive.

e. Road Scholar Presentation

Linda Morelli, Director of Non-Credit Instruction introduced Lynette Cornwell, Elderhostel Coordinator. Ms. Cornwell presented on BCC's Road Scholar Program. The program was founded in 1975 by Marty Knowlton and David Bianco and beginning on a few college campuses in New Hampshire. BCC adopted the program in 1994, calling it Elderhostel. The program has grown enormously over the past twenty years.

f. STEM Starter Academy

Connie West, Coordinator of the STEM Starter Academy shared specifics on the program and introduced Michael Zsofka, one of the students.

The goal of this program is to improve retention rates of students through involvement in the STEM Starter Academy.

Objectives:

1. To Feel a Sense of Belonging
2. To Feel Capable
3. To Learn and Practice New Skills

Statistics:

- 25 Students applied
- 22 were accepted
- 21 participated in the summer program
- 21 completed the summer requirements

Of the 21 students accepted into SSA:

- 15 students were not college ready in math
- 8 students were not college ready in reading or writing or both
- the above 8 students were also not math ready

Results:

- 18 math modules can now be skipped
- 2 students are now college ready in math
- 1 student is now college ready in writing
- 1 student is now college ready in reading

#### Next Steps for Cohort #1 - Increased Completion of Goals

- Continue education at four-year school or beyond
- Completion of degree or certificate program here at BCC
- Successful job placements
- Recruit Cohort #2 & #3

#### g. Berkshire Innovation Center (BIC)

Vice President Bill Mulholland gave a brief update on the Berkshire Innovation Center. The plan was accepted at the August city council meeting. The committee will be meeting tonight to lay out the business plan.

#### 4) STUDENT TRUSTEE REPORT

Edson Chipalo, Student Trustee reported the following.

Today, August, 26<sup>th</sup> 2014, student government participated in a TV interview at PCTV where Vice President Bill Mulholland, Eleanor Velez, and BCC students; Juan Jose Carrion-Almeida, Mary Berrio and Edson Chipalo talked about their experiences at BCC, encouraging high school students to enroll at Berkshire Community College.

On Campus Student Ambassadors will be working at the New Student Orientation, scheduled for Thursday, August 28<sup>th</sup>, 2014. Their other jobs include giving tours to perspective students and their families and working at campus functions. They are busy preparing for New Student Orientation by making phone calls reminding all the new students to attend this important event."

PTK members are running a workshop during New Student Orientation on Thursday August 28<sup>th</sup>, 2014. They are hoping to recruit new members for the upcoming fall semester. They are also holding New Member Orientation October 22<sup>nd</sup> and 23<sup>rd</sup> at 12:00pm in the GB Room. The chapter's current project is leading a college-wide shred day (possibly October 5<sup>th</sup>) to prepare for the Hawthorne and Melville renovation.

The BCC cross country team is planning to recruit more members, and compete with other colleges beginning in the fall semester. So far there are thirteen (13) active runners. Edson Chipalo was appointed as a team captain for cross country for the academic year of 2014 to 2015.

BCC's soccer team will be reestablished during the fall semester. Lauren Pellegrino recruited a volunteer coach to help build a strong team on campus. About fifteen (15) students have signed up.

BCC's basketball and volleyball teams are still very active on campus. Twelve (12) students will be participating in basketball and nine (9) students in volleyball and hopes are to increase participation at the start of the fall semester. Two coaches have volunteered to lead the basketball team and volleyball team.

BCC will have its Welcome Back BBQ on September 4<sup>th</sup>, 2014. BCC students, faculty and staff will participate again this year in "Walk a mile in her shoes" which is an event hosted at the

September Third Thursday. All proceeds from this event will go to the Elizabeth Freeman Center. Last year BCC's team raised \$1,000. This year's goal is \$2,000.

5) SUBCOMMITTEE REPORTS

a. Academic Planning

Nothing to report at this time.

b. Executive

Nothing to report at this time.

c. Finance

Committee Chair Dindio introduced Vice President John Law who reported that FY14 would see a modest surplus in funds, while the budget for FY15 would be very tight.

d. Human Resources

Committee Chair Roberto Laurens reported that based on President Kennedy's achieved goals over the past year, and the excellent responses from surveys given to both the Board members and community members, the Board recommends the maximum three and a half percent merit increase.

A letter will be sent to Commissioner Richard Freeland to serve as BCC's Board of Trustees evaluation of President Ellen Kennedy. The Board recommends the maximum three and a half percent merit increase.

*Upon a motion duly made and seconded, it was VOTED unanimously to approve a letter to Richard Freeland, Commissioner of the Board of Higher Education recommending the maximum three and a half percent merit increase.*

e. Nominating

Trustee Caccaviello reported that both he and Darlene Rodowicz had each been reappointed to the Board for another five-year term.

President Kennedy introduced recently elected alumni representative Jeffrey Hiltpold who will join the Board after his official appointment by the governor.

6) ADMINISTRATIVE ACTIONS

a. Personnel Actions

Personnel actions were presented as follows:

Appointments – Faculty and Non-Unit Professionals

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period June 10, 2014 through August 15, 2014.*

7) OTHER BUSINESS

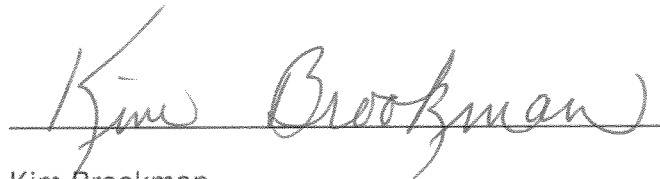
- a. Old - None.
- b. New - None.
- c. Upcoming Events - President Kennedy reviewed the upcoming events.

8) ADJOURNMENT

The meeting was adjourned at 6:32 pm. The next scheduled meeting will be held on October 7, 2014.

DATE: September 28, 2014

Respectfully submitted,

A handwritten signature in cursive script that reads "Kim Brookman". The signature is written over a solid horizontal line.

Kim Brookman

Approved:

A handwritten signature in cursive script that reads "Darlene Rodowicz". The signature is written over a solid horizontal line.

Darlene Rodowicz, Chair