



(ATTACHMENT I)

BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING  
January 23, 2018

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, January 23, 2018, in the Susan B. Anthony Student Center, General Bartlett Room. Board Chair Rodowicz called the meeting to order at 4:37 pm.

PRESENT: Chair Rodowicz and Trustees Caccaviello, Bowen, Eade, Gazzillo, Hiltpold, Mirante, and Zaffanella

ABSENT: Trustees Crane, 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, Ashton Darrett, Kari Dupuis, Denise Johns, Charlie Kaminski, Chris Laney, Beth Lapierre, Carl Maaia, Pamela Coley McCann, Mitch Saviski, Ellen Shanahan, Frank Van Valen, Christina Wynn  
Massachusetts Community College General Counsel: Ken Tashjy  
Press: Jeff Decellio (PCTV)

2. APPROVAL OF THE MINUTES

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the December 5, 2017 meeting.*

3. PRESIDENT'S REPORT

a. New Employee Introductions

Chris Aylesworth introduced Pamela Coley McCann, BCC's new Assistant Professor of Human Services.

#### 4. SUBCOMMITTEE REPORTS

##### a. Academic Planning

In Trustee McCormick's absence, Vice President Delaney gave a brief update from the academic affairs division. Dean Sasso Curtis then gave an update from the Community Engagement, Education, and Workforce Development Division.

VP Delaney presented the new Community Health Worker Program.

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the Community Health Worker Program.*

##### b. Finance

Vice President Law presented the second quarter trust fund report. Everything is on track so far this year. We will begin to look at the budget for FY19 at the March meeting.

There was one small finding on the A-133 Audit. It was a nine-dollar finding. We have doubled the number of internal audits.

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the Berkshire Community College FY18 Trust Fund Report for the second quarter ending December 31, 2017.*

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the FY17 A-133 Audit Report, which was prepared by O'Connor & Drew as of June 30, 2017.*

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

#### 5. 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 November 29, 2017 through January 16, 2018.*

#### 6. ADJOURNMENT TO RETREAT

The meeting was adjourned at 4:56 pm and reconvened in G12 at 5:05 pm.

7. BOARD OF TRUSTEES TRAINING

Massachusetts Community College General Counsel, Ken Tashjy gave a tremendous presentation to the Board covering the following subjects:

- History of the Massachusetts Community Colleges
- Current Public Higher Education Governance Structure
- Chapter 15A – BHE and Local Board’s Duties and Authorities
- Delegation of Authority to President
- Immunity & Indemnity Protections
- Open Meeting Law
- Public Records Law
- State Ethics Law
- College Foundation

8. STRATEGIC PLAN

Board members joined Strategic Plan Committee members for dinner to discuss actions taken and plans going forward.

- Engaged Learning members met with Jeff Hiltpold.
- Student Achievement members met with Julia Bowen.
- Improved Infrastructure members met the Pete Mirante and Carlo Zaffanella.
- Advancing the Institution members met with Paul Caccaviello and Lori Gazzillo.
- Collaborative Partnerships members met with Kathy Eade.

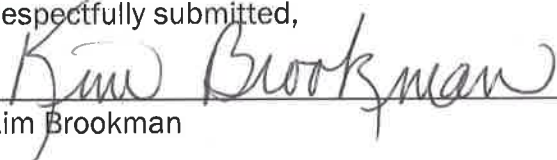
After dinner, Board members reported on what they learned in their individual groups.

9. ADJOURNMENT

The meeting was adjourned at 7:40 pm. The next scheduled meeting will be held on March 27, 2018.

DATE: February 18, 2018

Respectfully submitted,

  
\_\_\_\_\_  
Kim Brookman

Approved:

  
\_\_\_\_\_  
Darlene Rodowicz, Board Chair

