

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING
April 22, 2014**

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, April 22, 2014 in the General Bartlett Room, Susan B. Anthony Building. Chair Rodowicz called the meeting to order at 4:33 pm.

PRESENT: Chair Rodowicz, Vice Chair Dindio, Trustees Bradway, Laurens, Roberts, Supranowicz and Wynn

ABSENT: Trustees Caccaviello and Ingegna

ALSO PRESENT: President Kennedy; Vice Presidents Cote, Doscher, Feinerman, Law, and Mulholland; Assistant to the President, Kim Brookman, Other Guests: Christina Barrett, Brendon Cowdrey (PCTV), Ryan Cowdrey (PCTV), Charles Kaminski, Joseph Kravitz, Carlton Maaia, Jennifer Perkins (Board of Higher Education) Scott Richards, Matthew Sprague (Berkshire Eagle), Patrick Tedesco (nbbj)

2. APPROVAL OF THE MINUTES

Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the March 25, 2014 meeting.

3. PRESIDENT'S REPORT

a. New Program/Certificates Approval

Dean Charles Kaminski outlined the new Computer Information Systems Networking Certificate Program.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the Computer Information Systems Networking Certificate Program.

Professor Carlton Maaia provided an overview of the new Lodging Management Certificate Program.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the Lodging Management Certificate Program.

Joe Kravitz summarized the new Atmospheric Science Program.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the Liberal Arts Program with an Atmospheric Science Concentration.

b. Workforce Update

Vice President William Mulholland provided an update on the Healthcare P.A.C.E. (Partners Achieving Career Enrichment) Project.

BCC is the primary training provider for the BCREB Grant. The grant includes a C.N.A. training program, as well as courses for incumbent nurses that include coaching and supervisory training, advance concepts in geriatric care, and critical thinking and decision making.

The Medical Coding Certificate Program was created in direct response to the needs of Berkshire Health Systems. The program prepares students to take certification exams with the American Academy of Professional Coders (AAPC) and the American Health Information Management Association (AHIMA). This certificate program is stackable to earn a degree in Business Careers.

A phlebotomy technician course began last fall. Students are completing their clinical sessions at Berkshire Medical Center and Baystate Medical Center.

A new Pharmacy Technician Program will begin this spring. The program prepares students for the Pharmacy Technician Certification Boards (PTCB) exam.

Berkshire Community College and Taconic High School have created a partnership modeled after the Manufacturing Advancement Center Workforce Innovation Collaborative (MACWIC) to provide a state-of-the-art program that prepares students to enter the workforce in manufacturing while on a pathway to college. The BCC/Taconic collaboration certified 25 students from MACWIC. The students participating in the Level I course took the statewide exam with a 100 percent pass rate. Secretary Bialecki, who serves as the Secretary of Housing and Economic Development for the Commonwealth of Massachusetts, toured the manufacturing lab located at Taconic High School.

c. Turf Field Update

Scott Richards, Director of Facilities provided an update on the turf field project. Talk of a turf field began in 2011. In 2012, a feasibility study was completed and in 2013 an environmental assessment was conducted. The project has support from local and state representatives and from the Pittsfield City Council. If the funding comes through, the project could be completed by the end of this year. The project will approach \$2 million.

d. Hawthorne/Melville Update, Master Plan

Patrick Tedesco from nbbj provided an update on the Hawthorne/Melville Project. Benjamin Thompson, a prominent architect of the 60s and 70s, was the original architect of the BCC's main campus. Tedesco shared a quote from Thompson. "Architecture is not pure structure or sculpture, but a setting for an enriched way of life." The vision of the renovation project is to provide a dynamic teaching and learning environment that is warm, welcoming, inviting, and

attractive to prospective students. Goals include improved wayfinding, accessibility, and sustainability.

4. STUDENT TRUSTEE REPORT

None.

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 announced that the committee met informally but did not have a quorum; therefore, did not vote to approve the 3rd Quarter Trust fund Report. Vice Chair Dindio read the following from the BCC Bylaws and suggested that Vice President John Law (CFO) present the quarterly report to the Board and then in turn have the Board vote to approve the report.

Article IV - Committees of the Board of Trustees Section 1. - Practice of the Board of Trustees

The practice of the Board of Trustees, in general, shall be to act upon matters only after consideration and recommendation by a committee of the Board of Trustees or the President of the College. However, any Trustee may present matters to the Board for consideration without prior reference to a committee.

Vice President Law presented the FY14 3rd Quarter Trust fund Report. The report shows a projected variance in revenue of approximately \$227,000. By managing expenses, the college plans to break even at the end of the year.

The goal for FY15 is breakeven; revenue is the biggest variable. The state appropriation is shaped by legislative process and driven by the funding formula. Managing the college's expenses is extremely important, especially with uncertain revenue. The FY15 budget must cover the "normal" increase for goods and services, and allow enough margin for surprises. The plan includes replacement of positions as well as some new faculty positions. The plan will also designate resources to support strategic plan initiatives and the facilities master plan.

Upon a motion duly made and seconded, it was VOTED unanimously to accept the Berkshire Community College FY 2014 Trust Fund Report for the Quarter ending March 31, 2014.

Vice Chair Dindio commented on the importance of the strategic plan and the implementation thereof.

d. Human Resources

Nothing to report at this time.

e. Nominating

President Kennedy reported that the committee continues the process of vetting trustee candidates. There is one vacancy on the board and three positions that are at the end of their terms. Chair Rodowicz and Trustee Caccaviello are both at the end of their five-year terms; both agree to serve another term if reappointed. Trustee Caccaviello is the current appointed alumni representative. The process of electing the alumni representative is underway. Trustee Roberts is the current elected alumni representative. The student trustee will be elected this week.

6. ADMINISTRATIVE ACTIONS

a. Personnel Actions

Personnel actions were presented as follows:

Emeritus

- Susan Pinsker, Professor Emeritus of Behavioral Sciences (May 30, 2014)
- Deborah Rustay, Professor Emeritus of Nursing (May 30, 2014)
- Charles Weinstein, Professor Emeritus of Environmental and Life Sciences (May 30, 2014)

Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period March 15, 2014 through April 14, 2014.

7. OTHER BUSINESS

a. Old – None.

b. New

Jennifer Perkins, Director of the Office of Trustee Relations for the Board of Higher Education talked about the new board trustee orientation program at the system level to compliment the orientation that happens at the campus level. After candidates have been vetted, approved by PENC (Public Education Nominating Council), and appointed by the governor, they will be sent an orientation packet from the Office of Trustee Relations.

In March, the Office of Trustee Relations began offering informational webinars for trustees. The funding formula was the topic of the first webinar. Webinars will run on the third Thursday of every other month at 3:30 pm. The next webinar will take place on the May 15th at 3:30 pm. Two topics will be discussed: the budget formula and the metrics for presidential evaluations.

President Kennedy announced that Congressman Richard Neal will be BCC's commencement speaker. Sean Nelson from the Department of Higher Education will be joining us for commencement.

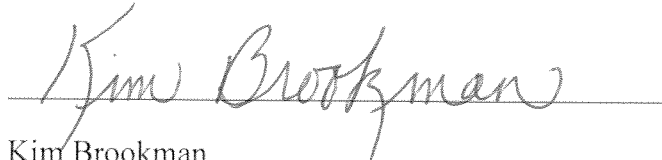
c. Upcoming Events – President Kennedy reviewed the upcoming events.

8. ADJOURNMENT

The meeting was adjourned at 6:02 pm. The next scheduled meeting will be held on May 27, 2014.


DATE: April 26, 2014

Respectfully submitted,



Kim Brookman

Approved:



Darlene Rodowicz, Chair

