

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING
December 3, 2013**

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, December 3, 2013 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, Caccaviello, Ingegneri, Laurens, Roberts, Slattery, Supranowicz and Wynn

ALSO PRESENT: President Kennedy; Vice Presidents Bullock, Cote, Doscher, Feinerman, Law, and Mulholland; Assistant to the President, Kim Brookman; Guests: Christina Barrett, Deborah Cardarella, Ryan Cowdrey (PCTV), Stacy Evans, Katherine German (Development Institute), Jennifer Kerwood, Jonathan Levine (Pittsfield Gazette), Fayette Reynolds, Phil Sbaratta (Development Institute), Mitchell Saviski, Ellen Shanahan, Gina Stec, and Mark Sumy

2. APPROVAL OF THE MINUTES

Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the October 1, 2013 meeting.

3. STATEWIDE TRUSTEE CONFERENCE UPDATE

Chair Darlene Rodowicz, Trustee Pamela Roberts, and President Ellen Kennedy attended the Statewide Conference for Trustees of Massachusetts Public Higher Education on November 7th held at UMASS Medical School in Worcester, Massachusetts. The conference was the first of its kind generated by the Massachusetts Department of Higher Education. The conference consisted of a number of breakout sessions on various topics such as governance, strategic planning, the Vision Project, and president-board relationships. Sessions were led by outside experts, Department of Higher Education, staff as well as Trustees from institutions of higher education. Governor Patrick was the keynote speaker, allotting time for questions and answers after speaking.

The board members were given a copy of "Within Our Sights," a report on the Vision Project.

BCC is in the process of developing a new strategic plan; the Vision Project will be knit into this plan.

Chair Rodowicz remarked that Jennifer Perkins (Director of the Office of Trustee Relations) did a wonderful job bringing everyone together for this conference. It was a great opportunity and was well worth the time to go. She suggested board members make an effort to attend next year.

4. PRESIDENT'S REPORT

a. New Employee Introductions

None.

b. Sabbatical Report (Stacy Evans)

Vice President Frances Feinerman introduced Stacy Evans, Professor of Sociology. Professor Evans has a Ph.D. from the University of Massachusetts Amherst, a M.P.P. from the Kennedy School of Government, Harvard University, and a B.A. from Wellesley College. Professor Evans is BCC's Honors Program Coordinator. Evans was co-chair of BCC's last NEASC Report.

Professor Evans' reported on her sabbatical using a PowerPoint presentation; the subject was "Online Education and the Community College." Her sabbatical was funded by the Susan Lombard Grant.

c. Improving Learning Outcomes: Biology (Faye Reynolds)

Vice President Frances Feinerman introduced Fayette Reynolds, Professor of Life Sciences. Professor Reynolds has a M.S. from the State University of New York at Brockport and a B.S. from Hobart William Smith College.

Professor Reynolds shared a PowerPoint presentation on assessing student learning outcomes.

d. Conflict of Interest Law (Deb Cote)

Vice President Deb Cote spoke briefly regarding the Conflict of Interest Law. Summary of the law was mailed to board members with other meeting materials. Vice President Cote reminded board members to provide her with an acknowledgement of receipt of the summary by returning the "Acknowledgement of Receipt" that appears at the end of the summary.

5. STUDENT GOVERNMENT REPORT

The student government report was given by Student Trustee, Kyle Slattery.

Slattery, along with four other students, Beth Wallace, Director of Student Engagement; Lauren Pellegrino, Director of Recreational Services; and Michael Bullock, Vice President for Student Affairs & Enrollment Management (Chief Student Affairs Officer) attended the Community College Student Leadership Association (CCSLA) Conference in Natick in October.

Student Government has participated in the following events:

- BCC Open House
- Trick or Treat for Canned Goods
- Bake Sale

6. SUBCOMMITTEE REPORTS

a. Academic Planning

Vice President Feinerman will report at the January meeting.

b. Executive

The committee will meet on January 7th.

c. Finance

Vice President Law provided a current financial overview to the Board, reviewing the FY 2014 final budget and the FY 2014 first quarter trust fund report. He also distributed a hard copy of the BCC’s FY 2013 financial statements.

Upon a motion duly made and seconded, it was VOTED unanimously to accept the Berkshire Community College FY 2014 Final Budget as presented.

<i>State Appropriation</i>	<i>9,660,798</i>
<i>General Purpose Trust</i>	<i>7,579,804</i>
<i>Lifelong Learning Trust</i>	<i>752,225</i>
<i>Designated Trust</i>	<i>161,000</i>
<i>Student Government Trust</i>	<i>140,700</i>
<i>Cafeteria Trust</i>	<i><u>390,000</u></i>
<i>Total</i>	<i>\$18,684,527</i>

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 September 30, 2013.

d. Human Resources

Pamela Roberts, Chair of the Human Resources Committee reported that the letter relaying President Ellen Kennedy’s evaluation has been sent to Commissioner Richard Freeland as discussed at the Board’s October meeting.

e. Nominating

The committee will be meeting on December 19th.

7. PERSONNEL ACTIONS

Vice President for Human Resources, Deb Cote presented the personnel actions as follows:

Appointments – Unit Professionals

- Addie Van Deurzen, Senior Special Programs Coordinator – CVTE (October 1, 2013 – June 30, 2014)

Reappointments – Unit Professionals

- Peggy Williams, Academic Counselor – TRIO (July 1, 2014 – June 30, 2015)

Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period September 24, 2013 through November 22, 2013.

8. OTHER BUSINESS

None.

9. UPCOMING EVENTS

- a. Matt Cusson “Home for the Holidays” Concert – December 4th at 7 pm
- b. Holiday Concert – December 12th at 12 pm
- c. Holiday Party – December 20th at 12 pm
- d. Welcome Back Breakfast – January 17th 8:30 am

10. STRATEGIC PLAN FOCUS GROUP

See attached summary.

11. ADJOURNMENT

The meeting was adjourned at 7:19 pm. The next regularly scheduled meeting will be held on January 28, 2014.

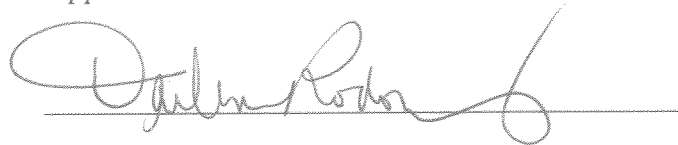
DATE: December 7, 2013

Respectfully submitted,



Kim Brookman

Approved:



Darlene Rodowicz, Chair