

BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING
October 4, 2016

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, October 4, 2016, in the General Bartlett Room of the Susan B. Anthony Building. Chair Rodowicz called the meeting to order at 4:35 pm.

PRESENT: Chair Rodowicz, Trustees Bradway, Caccaviello, Dindio, Hiltbold, Laurens, McCormick, Mirante, Supranowicz and Student Trustee Raj Kaur

ABSENT: Trustee Crane

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice Presidents Cote, Delaney, Law, Mulholland, and Smith; Assistant to the President, Kim Brookman
BCC Guests: Christina Barrett, Adam Klepetar, David Lesure, Bob Mossman, Mitch Saviski, Eleanore Velez, Beth Wallace, Peggy Williams and Diana Yohe (President, Massachusetts Community College Council/MCCC)
Other Guests: David Dilulis, (O'Connor & Drew)
Press: Ryan Cowdrey (PCTV), Jonathan Levine (Pittsfield Gazette)

2. APPROVAL OF THE MINUTES

Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the August 23, 2016 meeting.

3. PRESIDENT'S REPORT

President Kennedy spoke briefly about the Pakistani visit on September 20th. A group of college faculty and administrators from Pakistan were visiting American community colleges in order to establish a modal for their country.

The President announced that Christina Barrett received an Under 40 Change Maker Trendsetter Award.

Kennedy also reported how well BCC's Walk a Mile in Her Shoes team did. The team earned substantial donations for the Elizabeth Freeman Center.

The President introduced Diana Yohe, President of the Massachusetts Community College Council (MCCC). Diana began her teaching career at Berkshire Community College in 1978, in Secretarial Arts. Diana spoke briefly about her career moves and about the Massachusetts Community College Council.

a. Employee Introductions

President Kennedy introduced Adam Klepetar, new Dean of Enrollment Services & Student Success and Beth Wallace, Interim Dean of Student Affairs. Beth Wallace introduced Eleanore Velez, Interim Director of Student Life and Peggy Williams, new Coordinator of TRIO.

b. Audit Presentation & Review

Vice President Law introduced David Dilulis of O'Connor & Drew who gave the audit presentation consisting of the following:

- An unmodified opinion on the College's financial statements.
- No material weaknesses/deficiencies were noted.
- There were no changes in accounting policies.
- Significant Transactions:
 - Renovations on Hawthorne and Melville, \$14,974,000
 - Capital Leases
 - Networking and Telephone System Equipment, \$843,000
- The Commonwealth of Massachusetts' pension plan audit is not finalized. The College's audit cannot be finalized until the pension plan's audit is finalized.

Upon a motion duly made and seconded, it was VOTED unanimously to accept the FY16 Financial Audit Report, which was performed by O'Connor & Drew as of June 30, 2016, pending finalization of a Commonwealth pension plan audit that does not contain any materials changes.

c. Security Presentation

David Lesure, Director of Safety & Security, gave a brief report.

Mission Statement: The Mission of the Berkshire Community College Safety & Security Department is to enhance the quality of life at BCC by providing a safe and secure environment that is conducive to learning and is consistent with the educational goals of the College, while building community partnerships that foster trust, mutual respect, and cooperation.

The BCC Safety & Security Department strives to achieve this mission by means of a community-friendly approach that enhances safety through the visibility of security personnel, preventative patrols, 24-hour accessibility, positive conflict resolution, and crime prevention and awareness programs.

Department values: Professionalism, Integrity, communication, Service, Respect, Loyalty, Duty.

David also discussed issues such as:

- All Hazards Emergency Planning
- Jeanne Clery Act Compliance
- Title IX Investigator
- Discrimination based on sex
- Chemical Safety MSDS/SDS
- Safety Training and Education for Faculty, Staff, & Students
- Community/Campus Outreach/Partnerships
- CC Chiefs/Public Safety Directors
- Behavioral Assessment Team
- Organized Safety Committee

On August 31st a professional development panel session was held in order to help maintain a safe and supportive College Community. This panel, meant for faculty and professional staff, discussed important campus safety issues such as Title IX, the Clery Act, as well as connecting us with important support services.

Two forums were held in September:

- 9/20/16 - The Hunting Ground Forum - Review of the documentary film on sexual assault on college campuses with a panel discussion.
- 9/21/16 - Internet Safety - Second Assistant District Attorney Robert Kinse presented on Internet Safety.

BCC and RIBI, BCC's last security company, agreed to mutually separate. G4S became BCC's new security company in July of this year. There was a thirty-day transition period. Since the contract was executed, there have been weekly conference calls to establish clear and attainable goals, with critical action items.

d. Workforce Presentation/BIC

Vice President Bill Mulholland and engineering adjunct faculty member, Bob Mossman reported on the J750 and 1200 Stratasys 3D Printers; as well as the Hexagon CMM manufacturing equipment located at Taconic High School (BCC purchased equipment through a grant). Bob acknowledged all the work, vision, and enthusiasm that engineering faculty member John Tatro put into this project.

e. Presidential Teach-In

Maura Delaney spoke about the Presidential Teach-In, a state-wide initiative running from October 3rd - 7th, linking with a state initiative on civic engagement. Hoping to help students understand why voting is so important. On October 19th, there will be a "Town Hall Meeting" with student participants serving on a panel to discuss what they've learned and give people from the audience a chance to ask questions. Seventeen faculty and staff are participating.

4. STUDENT TRUSTEE REPORT

Student Trustee Raj Kaur remarked how much the summer students loved the newly renovated Hawthorne building.

New student orientation was on September 1st with approximately 200 students attending. The keynote speaker –Jerry Posner, from the Berkshires, is a comedian, and an inspirational and motivational speaker. He is also plays the ukulele.

At the orientation, Kaur had the opportunity to talk to the students about student government and her position as a student trustee. After the program, there was a BBQ at Paterson Field House, where students had the chance to visit Paterson.

On the first day of classes, there was the ice cream social in the SBA Lounge. The Office of Student Life had an open house, so students could get to know what student life is all about.

The Welcome Back BBQ happened on September 8th. May tables were set up with information for students.

On September 13th, Student Government had a lunch meeting to recruit students. Four joined that day and two more on October 4th, six students in total. Current SGA members equal fifteen. The student focus group was very successful; students were very appreciative.

5. ALUMNI TRUSTEE REPORT

Jeff Hiltbold reported the following: On Wednesday evening, September 14th, 25-30 BCC students, faculty, alumni and staff attended the first Community College Night at Fenway Park with the Boston Red Sox playing the Baltimore Orioles. Approximately 900 community college representatives were present. Each college chose a particular student representative who had the pleasure of being on the field prior to the game for a special ceremony with their respective college presidents or another high-ranking administrator from each school.

Three students from Boston-area community colleges sang the national anthem. The Red Sox did not fully understand the depth and breadth of community college involvement in the Commonwealth prior to the night. The evening was certainly an eye-opener for them, and many of the other fans in attendance. We hope this is the beginning of an annual tradition which will continue to grow over time. By the way, it was a great game, but the last loss before the Sox went on an 11 game winning streak.

6. FOUNDATION BOARD TRUSTEE REPORT

Trustee Laurens presented some highlights from the last meeting of the BCC Foundation on September 22, the Foundation's Annual Meeting.

Gene Della, the foundation's president, shared the following key items as part of his annual report.

This past fiscal year, \$534,038. was raised in private grants and gifts. This exceeded the projected income of \$350,000 by \$184,038. or 53%.

The Foundation raised

- \$185,868. for endowed scholarships
- \$87,327. in non-endowed scholarship and funds

Scholarships were given to 149 students for a total of \$259,500, for an average award \$1,730.

BCCF raised \$7,669. (\$4,086. after expenses) for last year's Berkshire Healthcare Harvest Run. These proceeds benefit BCC's Nursing program. We are optimistic we will exceed these numbers in the coming year. This year's run is at BCC on Saturday, October 15 at 10 AM. Please encourage friends, family, and coworkers to sign up and spread the word. There's a relay run this year which only requires participants to run a mile.

The Annual Fund, finishing June 30th, raised \$122,069. vs. \$80,657 last year. Included in this total are proceeds from the Not Your Average Dog Show which raised \$3,093. in February and, as was mentioned in my last report, the new 40 Under Forty event which netted \$40,827.

The Foundation's nominating committee presented 2 new candidates to join the board. The first, Sheri Quinn, is a CPA with Fenton, Pinsonnault and Quinn in Pittsfield and the sole owner of the practice. She is also a graduate of BCC. The second nominee, Tess Sorrentino, is Adams Community Bank's Vice President of Business Development. Tess is a life-long resident of Lenox. She was honored last spring as a Forty Under 40 award recipient. Both nominations were enthusiastically received and unanimously accepted.

Ellen Kennedy, in her president's report, provided an overview of significant projects and other college initiatives. This included an overview of progress on the renovations of Hawthorne and Melville Halls. Melville is scheduled for completion in December while Hawthorne is "up and running."

Pres. Kennedy also shared that the community Turf Field Project is moving forward. There are a few more discussions to take place. Fundraising will resume this fall, with a goal of breaking ground in the spring.

Patricia Sinclair, the Foundation's treasurer, provided an overview of the proposed fiscal year 2016-2017 budget and a brief review of last year's income and expenses. The Board approved the treasurer's recommendation for a balanced budget of approximately \$750,000. The audit committee conveyed that the foundation received a clean audit. The finance and investment committee provided an overview of investment performance and the development committee presented an outline of future fundraising plans for the current year.

7. SUBCOMMITTEE REPORTS

a. Academic Planning

Nothing to report at this time.

b. Executive

Nothing to report at this time.

c. Finance

Trustee Dindio introduced John Law who presented the final FY17 budget for approval.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the Final FY17 Budget, including expenses in the amount of \$19,263,802, which are comprised of the following:

State Appropriation	\$10,975,821
General Purpose Trust Fund	\$7,131,189
Lifelong Learning Trust Fund	\$708,322
Designated Trust Fund	\$125,900
Student Government Trust Fund	\$87,570
Cafeteria Trust Fund	\$235,000

d. Human Resources

The committee is scheduled to meet next week. A letter will be sent to the Board of Higher Education and the committee will report to the Board of Trustees at the November meeting.

e. Nominating

A letter was sent to PENC. We are waiting to hear Governor Baker's decision.

8. ADMINISTRATIVE ACTIONS

a. Personnel Actions

Vice President Cote presented the personnel actions, consisting of:

- Appointments – Non-Unit Professionals
- Appointments – Faculty
- Appointments – Unit Professionals
- Reappointments – Faculty
- Reappointments – Unit Professionals

Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period August 16, 2016 through September 23, 2016.

9. OTHER BUSINESS

a. Old – None.

b. New – None.

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

10. ADJOURNMENT

The meeting was adjourned at 5:47 pm. The next scheduled meeting will be held on November 29, 2016.

DATE: November 6, 2016

Respectfully submitted,



Kim Brookman

Approved:



Darlene Rodowicz, Board Chair

