



(ATTACHMENT I)

BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING
October 2, 2018

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, October 2, 2018, in G12 of the Susan B. Anthony Student Center. Trustees, Bowen called the meeting to order at 4:31 pm.

PRESENT: Trustees Bowen, Hiltbold, Kiely, McCormick, Mirante, Zaffanella, and Student Trustee Garcia-Rijos

ABSENT: Chair Rodowicz, Vice Chair Caccaviello, Trustee Crane

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice Presidents Berne, Cote, Klepetar, and Law; Dean Sasso Curtis; Assistant to the President, Kim Brookman
BCC Employees and Guests: George Ambriz, Amy Brassard (nursing student alumna), David Dilulis (O'Connor & Drew), Vincent Guarino (O'Connor & Drew), Drew Hicks, Frederic MacDonald-Dennis, Matt Noyes (DHE), Mitch Saviski, Ellen Shanahan, Beth Wallace, Christina Wynn
Press: Amanda Drane (Berkshire Eagle), Jonathan Levine (Pittsfield Gazette), Jeff Vecellio (PCTV)

2. APPROVAL OF THE MINUTES

Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the August 28, 2018 meeting.

3. AUDIT

David Dilulis and Vincent Guarino from O'Connor & Drew presented the FY18 audit findings to the Board. They issued an unmodified opinion on the College's financial statements. No material weaknesses or significant deficiencies were noted.

Upon a motion duly made and seconded, it was VOTED unanimously to accept the FY18 Financial Audit Report, which was performed by O'Connor & Drew as of June 30, 2018.

4. PRESIDENT'S REPORT

President Kennedy acknowledged Matt Noyes, DHE Director of Trustee and Government Relations.

a. New Employee Introductions

Vice President Klepetar introduced Frederic MacDonald-Dennis, BCC's new TRIO Coordinator.

b. Turf Field Update

President Kennedy and Dean of Student, Beth Wallace gave an update on the new Gene Dellea Turf Field at BCC.

The plans for the new turf field have been 7 years in the making. This project was brought to fruition by the minds of BCC faculty, Mike MacDonald, Gary Bianchi, Fran Marinarò, Sherriff Tom Bowler, Emily Stockman and Eric Bernarden. It took 6 weeks to build. The project began with addressing some environmental issues, with a \$1.1 million bond bill. It improved drainage and helped bring back vernal pools. It has been a great community effort, with many contributors and donors.

County schools will be using the field for their sporting events. BCC will use the field for ultimate frisbee, soccer, cross country and flag football.

Next phases of the project include:

- Scoreboard
- Bleachers
- Press box
- Concession stand
- Field two completion
- Final environmental phase

c. Enrollment Management Plan

Vice President Klepetar, Ellen Shanahan and Christina Wynn presented BCC's Enrollment Management Plan to the Board.

Components of Strategic Enrollment Management (SEM) Planning at BCC

- Connection to BCC strategic Plan
- Stakeholder from across BCC
- Connection to Academic Deans
- Engagement of the campus
- Components of the plan
- Recruitment
- Program review
- Credit for Prior Learning (CPL)
- Retention
 - Exit interview
- Credit taking behavior
- First Year Experience (FYE)
- Gateway Courses
- Advising/Coaching/Career Education

Our goals...

1. Increase the number of new students at BCC.
2. Increase retention rates.
3. Increase student completion rate.

Goal 1. Increase the number of new students at BCC.

Our Focus:

- Stabilizing new full-time high school students from Berkshire County
- Increasing number of non-traditional aged students
- Increasing new students enrollment from outside of Berkshire County

Key performance indicators...

- Number of New Student Applications
- Number of New Student Registrations
- Number of Financial Aid Applications
- Number of Converted Students
- Participation in Orientation

Goal 2: Increase retention rates.

Our Focus:

- Increasing full-time retention from 55% to 60%
- Increasing part-time retention from 45% to 50%
- Retention rates of new cohort students will be 65%

Key performance indicators...

- Retention
 - New entering first-year students
 - Other
- Credits taken
- Enrollment Services usage
- Student Satisfaction
- Student Engagement
- Student Success in Gateway Courses

Goal 3: Increase student completion rate.

Our Focus:

- Increasing number of certificate completions
- Increasing number of degree completions
- Decreasing time to degree for all student populations

Key performance indicators...

- Number of certificates granted
- Number of graduations

d. Student Success Story

Vice President Jennifer Berne introduced Amy Brassard, a June 2018 ADN graduate. Amy shared her story with the Board. She was a high school dropout. Her first connection with BCC was the College Connection Program. On her first day of school President Kennedy walked her to class. Chris Aylesworth was a great encouragement to her, he told her she was smart, and to enter the ADN Program rather than her plan of the LPN Program. She will have her second degree in Health Sciences in December.

Trustee Bowen said, "This is why we want to be trustees."

5. STUDENT TRUSTEE REPORT

Sonia Garcia-Rijos reported the following.

The New Student Orientation at Paterson was a success, Student Government and Student Ambassadors helped.

- o There were 150 new students that attended.
- o Students met their respective faculty members.
- o Tour the campus
- o BBQ

A couple hundred students enjoyed free ice cream at the Ice Cream Social in the Student Engagement Center.

Everyone enjoyed the Welcome Back BBQ in the Quad area.

- o Clubs/Organizations were there
- o There was music

Members of the Student Government and Student Ambassadors were present at all the events.

Members of the Student Government went to Ramblewild on September 22nd and had a lot of fun.

Our soccer team's season is underway, so far, they have played two games on our new Turf Field.

6. FOUNDATION BOARD TRUSTEE REPORT

Lori Kiely reminded the Board of the Harvest Run Race on October 20th, with proceeds going to BCC's Nursing and Allied Health Programs.

7. SUBCOMMITTEE REPORTS

a. Finance Committee

Vice President Law presented the final FY19 budget.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the Final FY19 Budget, including expenses in the amount of \$19,353,850, which are comprised of the following:

State Appropriation	\$	11,298,477
General Purpose Trust Fund	\$	6,903,320
Lifelong Learning Trust Fund	\$	698,500
Designated Trust Fund	\$	125,783
Student Government Trust Fund	\$	67,770
Cafeteria Trust Fund	\$	260,000

8. ADMINISTRATIVE ACTIONS

a. Personnel Actions

President Kennedy presented the personnel actions.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions for the period August 21, 2018 through September 24, 2018.

9. OTHER BUSINESS

a. Old - None.

b. New - None

c. Upcoming Events

- Convocation, October 18th at 12:15, in the Boland Theatre
- Harvest Run, October 20th beginning at 10am, at the Paterson Field House
- Natural History Conference, November 17th at 9am, at Berkshire School in Sheffield

10. ADJOURNMENT

The meeting was adjourned at 5:57pm. The next scheduled meeting will be held on November 27, 2018.

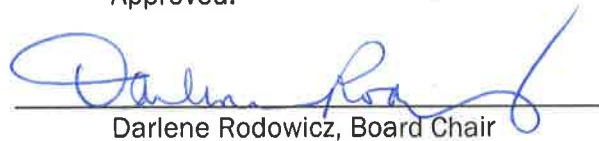
DATE: November 27, 2018

Respectfully submitted,

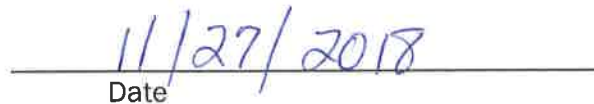


Kim Brookman

Approved:



Darlene Rodowicz, Board Chair



Date

