

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING
June 26, 2018**

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, June 26, 2018, at the South County Center. Board Chair Rodowicz called the meeting to order at 4:12 pm.

PRESENT: Chair Rodowicz, Vice Chair Caccaviello, Trustees, Bowen, Gazzillo, Hiltbold, McCormick, Mirante, Zaffanella and Student Trustee Preston

ABSENT: Trustees Crane and Eade

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice Presidents Cote, Klepetar, and Law; Dean Sasso Curtis; Assistant to the President, Kim Brookman

BCC Employees and Guests: George Ambriz, Chris Aylesworth, Scott Hochfelder, Katharine Millonzi, Bailey Stokes, Jonah Sykes, Tochi Ubani

Press: 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 April 24, 2018 meeting.

3. PRESIDENT'S REPORT

a. New Employee Introductions

Vice President Klepetar introduced George Ambriz, BCC's new Director of Academic and Career Advising. George spoke about his aspirations, his family and how happy he was to be at BCC.

b. Nursing Program 50 Years

Dr. Tochi Ubani, who assumed leadership of both the ADN and LPN Nursing Programs in November 2015 made a presentation to the Board. The programs were consolidated to reflect the mission and vision of BCC. Curricula was aligned to meet approval and accreditation standards.

In 2016, Massachusetts Board of Registration in Nursing (MABORN) granted the ADN program full approval. Accreditation Commission for Education in Nursing (ACEN) granted the ADN program continuing accreditation with conditions for non-compliance in Standard 4 (Curriculum) and Standard 6 (Outcomes). Standard 4 is currently approved.

Also, in 2016, MABORN required a focused LPN program review and report due by June 12, 2016. MABORN accepted the report and granted full approval to the LPN program.

ADN Program

- Granted ACEN accreditation with conditions in 2015
- Granted ACEN accreditation with warning for good cause in 2018
- ACEN Remediation Report is due in early fall
- ACEN site visit in late October

Challenges:

- Culture lacks understanding for the role of nursing leadership
- Program lacks consistent review of Systematic Evaluation Plan
- Nursing curricula must consistently incorporate professional standards, guidelines, and competencies
- End-of-Program Student Learning Outcomes must be clearly articulated and must be consistent with contemporary practice
- Student-centered focus on learning outcomes to reduce attrition rate
- Admission and progression must be updated to reflect best practices
- BCC Nursing must be recognized as a prominent program/department within the college and region

Goals and Next Steps:

- ADN Remediation report on Standard 6 (Outcomes) due by August 1, 2018
- LPN Program projects ACEN initial accreditation by 2023, self-study report to be submitted in 2020
- Anticipated MABORN continued approval for both ADN and LPN programs
- Increase enrollment in ADN program by 9 students for fall 2019 and 18 students for fall 2020
- Increase enrollment in LPN program by 9 students for fall 2019 and 18 students for fall 2020
- Change nursing curricula to reflect 3 credit nursing courses instead of current 8-9 credits

Discussion was had around the topics of demand, applicant numbers, length of time for completion, and completion rates.

c. South County Center (SCC) Reimagined

Jill Sasso Curtis, along with Katharine Millonzi and Bailey Stokes, presented the reimagined South County Center.

Initiative for Food Economics and Culture – Leadership, Innovation, Entrepreneurship

Vision: Food Systems Trifecta

- Agriculture
- Culinary
- Hospitality

Principles & Practicum

- A curricular offering and intellectual framework to complement BCC's portfolio.
- Emphasizes multidisciplinary people not just career tracks
- Thought leadership couple with practical skills: context & skills
- Opportunity to create consciousness in hospitality and food sectors
- Provide much needed, and economically vital cadre of skilled workforce members for the hospitality, culinary and agricultural sectors

Food Economics & Culture Initiative

- BCC will offer the growing number of people interested in food opportunities to advance their studies across a broad range of programming.
- The full program vision melds traditional coursework from hospitality and culinary curriculum together with leadership and entrepreneurial skills training, geared for various audiences.

Elements of the Curriculum

- Farm to table culinary skills
- Sustainable agricultural externships
- Nutrition principles
- Hospitality management
- Health and Wellness practices
- Entrepreneurship & Leadership'
- Food Literacy/Taste Education
- Social Justice Issues

Unique Place & Unique Opportunity

- Incredible proximity to both NYC and Boston
- Lack of integrated food studies and skills development program in immediate area
- Existing buildings ready to be converted into teaching kitchen and learning facilities
- Abundant natural and cultural resources
- Engaged citizens, capable organizations and spirit of collaboration

Phase 1 Elements:

1. Open Enrollment – Non-Credit Modules
2. Workforce
3. Buildout to Academic Certificate

This program will help achieve BCC's strategic objectives by building stackable credentials, increasing access, developing cross-curricular partnerships that link workforce development with academic programs, and establish an entrepreneurship initiative that contributes to economic development.

Aligned with Berkshire Blueprint: Food as an Economic Driver

- Expand food processing and distribution capacity to grow markets
- Build best-in-class food and farm-to-table training centers
- Spark next generations of entrepreneurs and innovation in conscious food/farming/hospitality
- Build Berkshires brand and identity as destination of authenticity and people-product-place connections

Reinstating Value: Service Industry

Students will develop:

- New skills in creating flavors and culinary technique
- An understanding of their power and responsibility to protect nature and biodiversity
- A better appreciation for our role as part of an ecological system
- Inspired practices to encourage sustainable production in the field and in the kitchen
- Skills to help their guests and the broader public to think about the pressing issues surrounding food
- The ability to create a business plan and a budget
- The ability to present themselves in the job sector

Next Steps:

1. Summer 2018
 - a. Complete Prospectus for donors and key stakeholders
 - b. Apply for collaborative workspace planning grant
2. Sept-Dec 2018
 - a. Presentation to BCC Foundation
 - b. Marketing and Public Relations
 - c. Design and Fundraising for initial learning kitchen
3. Jan-May 2019
 - a. Begin construction of initial learning kitchen
 - b. Begin related programming in other culinary spaces
 - c. Build awareness and test operations

Discussion resulted around the idea being a promising farm to table concept and a critical need in the county.

4. STUDENT TRUSTEE REPORT

Pamela Preston Reported the following.

May 1st – 4th Annual Student Veterans Stole Ceremony, 7 graduated. Peter Raiff (Navy), the husband of Heidi Weber, (the former Public Relations Manager) was one of BCC's 2018 graduates.

May 8th – End of Year Barbecue, sponsored by Student Life/Student Engagement Center

May 31st – 44th Annual Awards Night took place in the Boland Theater

June 1st - 58th Commencement Program at Berkshire Community College
There were 151 students who attended the ceremony and a total of 271 students graduated from August 2017, December 2017, and June 2018.

The Tennis Courts and Pool are now open at Paterson Field House.

I am proud to announce that Sonia Garcias-Riojos is the new Student Trustee. She was unable to be with us today, but will be attending the August meeting.

Pamela also read the attached.

5. FOUNDATION BOARD TRUSTEE REPORT

Lori Gazzillo reported the following:

- Forty students registered for South County Center Adult Learning Program. The program budget was reduced by the state.
- \$50,000 from the annual fund was given to close the gap on the turf field project
- Next year's budget was approved, level funded
- Assets stand at about \$11 million
- Audit is underway
- Investment review was completed and the Investment Committee is satisfied with performance
- Foundation gave out \$315,000 in scholarships to 175 students
- \$50,000 in scholarships for new students, recruiting and helping those for whom finances are a major obstacle
- 40 Under Forty was a great event, plan to do it again next year

6. SUBCOMMITTEE REPORTS

a. Academic Planning

Academic Affairs

- Learning/Digital Commons
 - Relocation of the computer lab to a soon to be renovated space in the library.
 - Moving to a more visible location will make this update much more accessible

to students. The current plan has this move being completed before the fall semester begins.

- Chair Academy – Academic Affairs participants
We had two faculty complete the two-year program this year: Matt Mueller (English) and Lori Moon (LPN) as well as two first-year students: Lauren Foss Goodman (Director of Academic Technology) and Julianna Spallholz (English).
- New Programs/Courses
Several new courses and one new concentration that were approved this spring.
- Academic Affairs Offices
Jennifer Berne, the incoming VPAA and Laura Saldarini will be moving down the hall from the current VPAA offices.

Community Education and Workforce Development Department Overview

- ABE/ESOL Program
Loss of funding at the state level for this program will bring the number of ESOL students served from 91 this year to 54 next year. If funding can't be reinstated, the hope is to make this a transition year and find another provider to host this program in the future. Currently the program serves students in Great Barrington and Lee with a separate program running in Pittsfield.
- Berkshire Innovation Center (BIC)
On June 24th, BCC hosted the BIC Programming Committee Kick-Off meeting. Full funding has been acquired. The plan is to hire an executive director by the fall. Eventually, BCC's workforce development department will have offices in the new facility. BCC has been partnering with the BIC since 2015 offering the following:
 - BIC equipment training
 - BIC Speaker Series/Training Programs
 - Customized Training
 - Basic Manufacturing Skills
 - On-Line Manufacturing Certifications
 - Advanced Manufacturing Certificate and Degree programs
 - BIC is now taking on the Berkshire Robotics Challenge (BIC-branded activity, hope to run the competition at the BIC in the future).
- Move to Campus and Framework Membership
At the end of this summer, the Workforce Development and Community Education offices, currently located at the Conte Federal Building, will move its operations to the main campus. The exact location on the main campus is unknown at this time. There are four employees who work in these departments that will be affected by this relocation to main campus – Director of Corporate Training Denise Johns, Director of Community Education Linda Morelli, Assistant to the Dean Christine Hoyt, and part-time Clerk III Kirsten Wanamaker. In addition, BCC will enter into a membership agreement with Framework, a co-working space on North Street. Beginning in July, this partnership will allow BCC to maintain a downtown presence as well as have office space for meetings and other collaborations.

- Kid Academy STEAM Program
Thanks to a grant from the Mertz Gilmore Foundation, BCC is hosting the Kid Academy STEAM Program for three separate one-week sessions in July and August. 24 students from each of the eight Pittsfield Elementary Schools, will be chosen to attend.

7. 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 April 18, 2018 through June 13, 2018.

8. OTHER BUSINESS

a. Old – None.

b. New

- Vice President Law let the Board know that BCC would be passing along the processing fee for debit card transactions as well as credit card transactions.
- Chair Rodowicz discussed the dashboard handout and mentioned the need for a committee to work on the project. Trustees Bowen and Zaffanella volunteered.
- During the summer months, the Board of Trustees is exempt from meeting under state law. In order to maintain the continuity of operations, delegation of the Board's authority is granted to the President for the summer months. Pursuant to Massachusetts General Laws, Chapter 15A, Section 22, the Board of Trustees of Berkshire Community College has exclusive authority and responsibility for establishing those policies necessary for the administrative management of personnel, staff services and the general business of the College. Furthermore, pursuant to Section 22 of Chapter 15A, the Board of Trustees may delegate to the President of its institution any of the powers and responsibilities specifically enumerated therein.

Upon a motion duly made and seconded, it was VOTED unanimously to designate the delegation of Board Authority to President Ellen Kennedy beginning June 26, 2018 until the first formal Board meeting on August 28, 2018 and the President agrees to consult with the Chair or Vice Chair of the Board when using the summer delegation of Authority for personnel matters and other related business.

c. Upcoming Events

Jennifer Berne, the new Vice President for Academic Affairs will begin on August 20th.

9. ADJOURNMENT

The meeting was adjourned at 6:18pm. The next scheduled meeting will be held on August 28, 2018.

DATE: August 28, 2018

Respectfully submitted,



Kim Brookman

Approved:



Darlene Rodowicz, Board Chair

8/28/2018

Date