

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING
March 27, 2018**

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, March 27, 2018, in G12 of the Susan B. Anthony Student Center. Board Chair Rodowicz called the meeting to order at 4:35 pm.

PRESENT: Chair Rodowicz and Trustees Caccaviello, Bowen, Crane, Gazzillo, McCormick, Mirante, Zaffanella (joined by phone) and Student Trustee Preston

ABSENT: Trustees Eade and Hiltbold

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice Presidents Cote, Delaney, Klepetar, Law, and Smith; Dean Sasso Curtis; Assistant to the President, Kim Brookman
BCC Guests: Toni Buckley, Ivan Fernandez (student), Charlie Kaminski, Theresa Kelly (student), Chris Laney, Chuck Prescott, Margaret Stephenson, Connie West, Christina Wynn, Costa Zervas
Board of Higher Education: Matt Noyes
Press: 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 January 23, 2018 meeting.

3. PRESIDENT'S REPORT

President Kennedy introduced Matt Noyes the Board of Trustees liaison for the Board of Higher Education.

President Kennedy acknowledged Trustee Caccaviello's new position as Berkshire District Attorney. The President also congratulated Christina Wynn for being the recipient of this year's Ester Quinn award.

- a. New Employee Introductions – none
- b. NEASC Overview

Chuck Prescott updated the Board on Berkshire Community College's NEASC 10-Year Self-Study coming up Fall 2019.

What is accreditation? A voluntary system of self-regulation carried out by peer review in which an institution or program is found to meet or exceed a set of standards. Accreditation is a balance of: assuring quality and fostering improvement.

Accreditation fulfills 2 functions:

1. Quality improvement: Internal, private function
 - Rigorous self-evaluation that tells the story of the institution based on its mission and involves all departments, all programs, all parts of the college.
 - All appraisals and future projections are supported by evidence.
 - The accreditation process helps the institution improve.
2. Quality assurance: External, public function--does the institution deserve the public trust?
 - External evaluators judge how well the institution meets the Standards and suggest areas for improvement
 - The educational community and the public are assured that the institution meets criteria published by the commission.

Accreditation = Standards of higher education community + Mission of the institution

Self-Study = Process + Product

Process:

Studying the institution against the standards

- Strengthen culture of inquiry
- Reflect together
- Hold institution up to Standards
- Plan for future

Product:

The Self-Study Report: 100 pages plus forms

- Snapshot at a moment in time
- Mission + Standards
- "Lived experience" + DATA

Evidence + Appraisal: What story does your institutional data tell?

- The numbers + how you interpret them.
- The surveys+ what you learned from them.
- Results+ how you used findings to improve.

BCC NEASC Self-Study Timeline

Fall 2017:

- Establish Standards Committees
- NEASC Planning Session for Steering Committee, Standards co-chairs, Executive Council
- Initial Standard Committees meetings—"what will we need?" conversations

Spring 2018:

- January: Standard Committees Working Session
- Begin Standard Committee monthly meetings
- Identify and gather information
- Late April: Standard Committees submit "Working Document"

Fall 2018:

- Continue monthly meetings
- Compose bullet point drafts of Standards Chapters, with emphasis on Appraisal
- December 2018-January 2019: Writing Group composes Chapter Narrative Drafts based on bullet-point information

Spring 2019:

- February-March: review with Standards Committees, revise drafts, finalize Projections
- April: Share near-final draft with campus community for internal public comment
- June: Submit FULL DRAFT of Self-Study to Commission staff for review

Friday, September 6: Submit 10-Year Self-Study

October 20-23, 2019: NEASC Visiting Team on campus

NEASC Standards Committees and Co-Chairs

- Standard 1: Mission & Purposes: Beth Wallace and Nicole Mooney
- Standard 2: Planning & Evaluation: Gina Stec and Charles Stephens
- Standard 3: Organization & Governance: Charlie Kaminski and Frank Schickor
- Standard 4: Academic Program: Michele Darroch and Charles Park
- Standard 5: Students: Christina Wynn and Lauren Pellegrino
- Standard 6: Teaching, Learning & Scholarship: Lauren Goodman and Nell McCabe
- Standard 7: Institutional Resources: Richard Felver and Gina Foley
- Standard 8: Educational Effectiveness: Stacy Evans and Paul Johansen
- Standard 9: Integrity, Transparency & Public Disclosure: Jonah Sykes and Kelly Kemp

Board members asked questions related to the self-study.

c. STEM Starter Academy

Connie West, Director of the STEM Starter Academy described the program to the Board.

Recruitment

Pipeline Development activities and strategies include:

- High School faculty at area high schools serve as paid liaisons to BCC SSA
- Five activities on campus yearly promoting BCC & SSA
- SSA recruitment breakfasts/luncheons at local area high schools
- Supported Dual Enrollment classes in local high schools
- Ancillary programs: Dual Enrollment, JumpStart math, supplemental instruction
- Use of billboards, career videos, website, and letter writing

Readiness

Summer Success Academy for accepted SSA students featuring:

- BCC STM 101: A one-week bridge-to-college program (scholarship attached)
- STEM Explore: Five different daily STEM experiences lead by college faculty such as Physics Explore, Environmental Explore, Allied Health Explore, Bio/Biotech Explore, and Technology Explore (scholarship attached)
- Math Workshop: A one-week mandatory math refresher program for all SSA students not yet college ready in math (no scholarship but potential savings in reducing time in math mods)
- JumpStart Math: A 12-hour math refresher course for any BCC students not yet college ready in math. Required for those placing in arithmetic; encouraged for those placing in algebra (potential savings in reducing math module expenses)

Retention

Required first semester support program, with scholarships available for participating in:

- Peer mentoring with 2nd year STEM students
- STEM advising
- Cohort meetings
- Progress reports from faculty
- Service to campus or community
- Tutoring (voluntary and/or required)
- Field trips(s) • 4 STEM-related activities
- SSA students are provided with a tuition free, one credit course entitled BCC101: A college success seminar either in the summer bridge program or the fall success program.
- Supplemental Instruction (SI) support allows STEM students another form of academic support for their STEM classes.

Completion

“Stay involved” SSA activities offered to all students who have completed their first semester requirements such as:

- Become a Peer Mentor
- Join a Focus Group
- Attend STEM Cafes
- Cohort meetings
- Career opportunities
- Dues paid for “student” memberships to career organizations
- Transfer counseling

Transfer/Career

Dedicated STEM Career Specialist for SSA, offering:

- Monthly STEM Cafes: An informal carnival-style gathering of STEM professors, local STEM industry representatives, local STEM nonprofits, BCC STEM student clubs, transfer specialists, pizza, prizes, networking and “STEMulating Conversations”
- STEM Video Series: STEM Works in the ‘Berks and STEM Hires in the ‘Shires are web-based interviews with local STEM companies and alumni, allowing students to learn more about local STEM career opportunities anytime, anywhere...even if their schedule doesn’t permit attending a networking event
- Career Fairs & Workshops: One fall STEM Career Fair and one spring Regional Career Fair, plus workshops on resume building, networking, dress for success, mock interviews and other workforce readiness offerings
- One-on-One career counseling with SSA students
- Internships: Partnerships with Berkshire Business Interns and local STEM companies, as well as financial support from Mass Life Sciences Center, have enabled our SSA students to work in paid local internships throughout the year

Program Description:

Cohort Model → 3 Annual Components

- Summer Success Academy
- Fall Support Academy
- Spring Career Academy
- Requirements: Participation in ALL 3 Components
- Benefits:
 - Scholarships
 - Technology (each student gets a laptop)
 - Dedicated Career Specialist
 - Special Programs, Events, Opportunities & Recognition

Program Strengths:

- Packaged Cohort Activities & Community
 - Ongoing Support Structure
 - Summer onboarding: Students feel confident & welcomed
 - Fall research-based support: Students feel capable
 - Spring career experiences: Students feel prepared & connected
- Each Student is Known By Multiple Influencers
 - Peer mentor + adult mentor + advisor
 - Personal relationships with college leadership & President
 - Strong direct support team: Coordinator, Career Specialist, HS Consultant
- Outreach Partnerships with Local High Schools
- Internship Partnerships with Local STEM Companies

Most Successful Strategies:

Recruitment: HS Liaison Program

Faculty in our local high schools seek out and encourage students to consider BCC and STEM Students' high school teachers and guidance counselors are much more influential in their lives than parents or college staff.

Readiness: StrengthsQuest

During our summer bridge-to-college week, BCC brings in a nationally trained leader to conduct a StrengthsQuest program for our incoming students. StrengthsQuest helps our students find their own strengths and then learn how to use these strengths for success. Creating a mural depicting each student's strengths is a reminder to them of what they are capable of doing.

Retention: "Pizza"

Getting together monthly to eat, reconnect, and discuss individual and group achievements has been identified by our students as an integral part of their SSA and college experience.

Completion: Career Activities

Connecting careers with college coursework makes completion meaningful. Having the opportunity to talk with faculty, industry and retired professionals keeps students on track to reach their own goals

Lessoned Learned:

1. Students are more important than data. Not all students are ready for college but all students have the right to try. It is disappointing and frustrating when students are not successful but providing them with a strong sense of community and support may assist them in other ways when they drop out or do not re-enroll.
2. Some SSA students struggle with our SSA requirements. Because of this, the SSA program gets tweaked based on what we learn from past students. However, BCC

SSA has learned that the design seems to help 75% of our students by creating a first-year structure.

3. STEM Starter Academy can easily outgrow the capabilities of the staff and campus. There are so many activities and experiences that could be provided under the umbrella of this grant. Because of that, SSA at BCC is always looking at new endeavors that support our students or our campus. Saying no to good projects is hard to do.

Connie introduced two of her student to the Board, Ivan Fernandez and Theresa Kelly. Two very different students. Ivan, a recent graduate of Taconic High School and Kelly, a non-traditional student. Both talked about how much they have enjoyed and been helped by the program. Ivan is a SGA member and has an OLLI mentor. Theresa spent most of her life in a convent and wants to be a nurse. She credits Connie and the program with her 3.8 GPA.

Connie then showed a YouTube video featuring Trustee Hiltpold.

d. BIC Update

Jill Sasso Curtis updated the Board on BIC.

The announcement was made on March 9, 2018 that the BIC was funded. The RFP will go out this week. It will be an 18-month project, beginning the fall of 2018.

Doug Crane and Bill Mulholland are BIC Program Committee chairs. Jill and Denise Johns will be committee members.

The manufacturing equipment, now stored at Taconic, needs to be moved in April. BCC is making a space for it (Makers Space) in the shipping and receiving area of the college until it can be moved to BIC.

Trustee Doug Crane thank BCC for hosting the BIC meeting and events.

e. Humanities Center

Chris Laney and Toni Buckley updated the Board on the BCC Public Humanities Center project.

- Mass Humanities, Planning Grant – 2016-2018
- Goal – Public Humanities Centers at BCC, Middlesex, Holyoke
- Advisory Group – BCC, Community (Housatonic Heritage, Athenaeum, Pittsfield Office of Cultural Development)
- Focus – recent immigration
- Berkshire Immigrant Stories

Share your story. Share your object. The website shows objects that have a special meaning to the person writing the story. The writer incorporates the object into the story they tell.

BCC's graphics department created Berkshire immigrants' postcards. These postcards have pictures of some of the people who have shared their stories and include the website for Berkshire-immigrant-stories.

<https://yourstory.tenement.org/groups/berkshire-immigrant-stories>

Berkshire Immigrant Stories events:

- We Need to Talk Day
- Celebrating Berkshire Immigrants – Lunch and Connect
- Story Telling with Norman Rockwell
- Write and Record a Song – Share Your Story

f. BHE Trustee and President's Professional Development

Trustee Crane attended the diversity session and commented that boards want to have more diversity.

Trustee Gazzillo attended the presidential evaluation session and said that the day's events were very informative.

President Kennedy thanked Mike Noyes for being a part of this event for the trustees.

4. Student Trustee Report

Pamela Preston Reported the following.

The semester got off to a great start and we are now officially through mid-semester!!

January 29th – Student Government Association (SGA) met with John Scibak, Chair of the House Committee on Higher Education. Representative Scibak was visiting campus. They talked about higher education and their experience here at BCC.

February 10th – Nine SGA students attended a leadership conference at MCLA. The Students from the LEAP Program will be coming to BCC to meet with multi-cultural students and the SGA. LEAP is a group of RPI students (Rensselaer Polytechnic Institute) that are trained in leadership education and workshop facilitation.

The new Women's Center was scheduled to open on March 8th but was cancelled due to snow. They are in the process of rescheduling the event for a date in April.

March 24th – BCC held an Open House where the SGA and Student Ambassadors welcomed a group of perspective students, were part of a panel discussion and helped out with tours.

Our Basketball team finished the season in third place out of 7 teams in the NCBBA league. The NCBBA league was new for the basketball team this year. They also participated in a NIRSA Tournament at UMass Amherst in March, the team finished 3rd overall. They beat 7 four-year schools and 1 community college. Made it to the final four!

Spring soccer will be starting as soon as the snow melts.

5. Alumni Trustee Report – nothing to report

6. Foundation Board Trustee Report

Lori Gazzillo reported the following.

Foundation Financial Statements - The Foundation has total assets of 11M.

Foundation Investment Statements – The first quarter has been volatile, Foundation assets showed a small combined loss, however assets are up for the 12 months preceding, which is good news. The OLLI endowment, however had a small gain of just over 1%.

The Executive Directors Report was presented by Craig Smith.

- 40 Under Forty (March 29, 2018):
 - Honorees – Of the 40 awardees, 17 work at not-for-profits and six are self-employed. As he had indicated in a past meeting, this will make it difficult to match the fundraising total from last year. There is a good representation from throughout Berkshire County, with nine honorees from North County, six from South County and the balance from Central Berkshire.
 - Eagle Special Section – This was published on Wednesday, March 21, 2018. The Eagle gave us a free upgrade in the stock this was printed on. Craig handed out copies to all present.
 - Ticket Sales – Ticket sales are going well with over 300 sold to date. Craig encouraged everyone to purchase their tickets ASAP as the event is coming up rapidly.
- Turf Field:
 - 1Berkshire Mailing – Several banners have been sold as a result of the 900-person mailing.
 - Funding – There is 200+ K left to raise-- this will fund construction of the bleachers, concession stand and other amenities.
 - Community Preservation Fund – The presentation to the Community Preservation Fund committee will take place on April 9, 2018 at 6:00PM. Foundation Board Members are invited and encouraged to attend.
- \$50,000 in Scholarship Funding for New Students:
 - Craig gave a report on the Foundation's decision to provide an additional \$50,000 in scholarship funding for new incoming students in Fall 2018. A working group comprised of the Registrar, VP of Enrollment Management, Director of Student Financial Services along with Craig and Jen from Advancement is hard at work creating a framework for the program.

7. SUBCOMMITTEE REPORTS

a. Finance

- Vice President Law updated the Board on the following.
- The new IT director will begin next month.
- The paving project will begin again in early May.
- The turf field project will begin in May.
- We are waiting to hear if we will be funded for the One-Stop project.

8. 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 January 17, 2018 through March 19, 2018.

9. OTHER BUSINESS

a. Old

b. New – Approval of the Health Science Pre-Professional Transfer Program

Interim Vice President for Academic Affairs, Maura Delaney described the new program to the Board.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the new Health Science Pre-Professional Transfer Program.

President Kennedy asked that the Board visit the new anatomage table after the April meeting adjourns.

President Kennedy announced that Craig Smith will be leaving the College. The college will be hiring two people in his place, a director of alumni and a director of fund raising/development.

c. Upcoming Events

40 Under Forty – Thursday night

10. ADJOURNMENT

The meeting was adjourned at 5:56 pm. The next scheduled meeting will be held on April 24, 2018.

DATE: April 24, 2018

Respectfully submitted,



Kim Brookman

Approved:



Darlene Rodowicz, Board Chair



Date

