

BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING  
August 23, 2016

1. CONVENING

[REDACTED]

23, 2016, in the General Bartlett Room of the Susan B. Anthony Building. Chair Rodowicz called the meeting to order at 4:30 pm.

he notified the students that they may receive emails that the signature was not acceptable but to

disregard them as he had resent.

Dr. Ubbani explained that it is the College's belief that this issue added an additional 2 weeks to the

ADN students' processing and three days to the LPN students' processing. The Director and the College apologized to the students during this process and again at this meeting.

Chair Rodowicz thanked the students for addressing the Board and noted the Board would continue to monitor the situation.

## 2. APPROVAL OF THE MINUTES

*Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the June 28, 2016 meeting.*



- 100% returned for the spring semester as compared to 74.4% of the total freshman population
- 87% are majoring in a STEM field
- 64% were full time

c. Finance

Trustee Mirante presented a motion to the Board regarding the new advising software system the college was purchasing. President Kennedy talked about the system and told the Board there would be a presentation on this new system at the November meeting.

*Upon a motion duly made and seconded, it was VOTED unanimously to approve a contract with The Advisory Board Company for membership in the EAB Student Success Collaborative. This contract will extend for five years from June 1, 2016 through May 31, 2021. The total amount is \$607,500 with payments of \$157,500 in Year 1 (i.e., \$45,000 for implementation plus \$105,000 for yearly service plus*

*\$7,500 for travel and administration)*

10. ADJOURNMENT

The meeting was adjourned at 5:27 pm. The next scheduled meeting will be held on October 4, 2016.

*Kim Brookman*

2016.

DATE: September 22, 2016

Respectfully submitted,

Kim Brookman

Approved:

Da e Rodowicz, r

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part outlines the specific procedures and protocols that must be followed when recording and reporting data. This includes details on how to collect, analyze, and present information in a clear and concise manner.

3. The final section provides a summary of the key points and offers recommendations for how these practices should be implemented across the entire organization. It stresses the need for ongoing training and monitoring to ensure compliance with these standards.