

**BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS  
BOARD OF TRUSTEES  
MINUTES  
January 27, 2021**

**1. CONVENING**

A meeting of the Board of Trustees of Berkshire Community College was held on Wednesday, January 27, 2021, remotely via Zoom. Chair Rodowicz called the meeting to order at 6:00 PM. Kim Brookman took the roll.

**PRESENT:** Chair Rodowicz; Trustees Bowen, Casper, Chacon, Kiely, Myers, and Zaffanella

**ABSENT:** Trustees Crane, McCormick, Mirante, and Student Trustee (due to Covid the student trustee has not been named thus far)

**ALSO PRESENT:** From BCC's Executive Council: President Kennedy; Interim Provost Klepetar; Vice President for Administration & Finance Wadsworth; Interim Dean Christina Wynn; Executive Director of Human Resources, Melissa Loiodice; Assistant to the President, Kim Brookman  
BCC Employees and Guests: Jillian Albano, Pam Farron, Laurie Gordy, Wayne Klug, Lisa Mattila, Lori Moon, Celia Norcross, Ellen Shanahan, Mike Sharp, June Tooley  
Media: David Wyatt (PCTV & WTBR-FM)

**2. APPROVAL OF THE MINUTES**

*Upon a motion duly made and seconded, it was VOTED unanimously, by roll call vote, to approve the minutes of the December 1, 2020 meeting.*

**3. PRESIDENT'S REPORT**

- a. Employee Introductions (see attached list)

b. Review College Mission

Interim Provost Klepetar began the discussion by showing where the College's mission can be found on the BCC website. <https://www.berkshirecc.edu/about-bcc/mission-and-values.php>

Dean of Students, Celia Norcross then went on to discuss the second bullet of the mission. "BCC helps students overcome financial, physical, and/or social barriers and welcomes them into a college environment of academic excellence."

She explained how the College has been working to help students in the following areas.

- Campus Cupboard
- CARE Team (Care, Assessment, Respond, Education)
- Academic Success Coaching
- Student Mentoring
- Personal Finance (BUS 139) course
- New Student Orientation
- Multi-Cultural Student Service Organization/Space
- Early Alert Program
- Student Support Center
- Collegiate Recovery Community

Dean Norcross went on to talk about what is coming next.

- One Stop
- Programming
- Success Fund
- Academic Coaches

Personal Counselor, Lisa Mattila spoke about the students she supports and how servicing those students has changed during the pandemic.

Our Students and Their Needs National Study ([www.activeminds.org](http://www.activeminds.org))

- 91% of students have said they experienced increased stress
- 20% of students have stated their mental health has worsened during the pandemic
- 76% have noted it is hard to maintain a schedule
- 8 out of 10 students are unable to focus on school or work
- Students want more academic support, more focus on mental health and on empathy and caring.
- 79% feel hopeful regarding their education and future

The CDC reports:

- a 25% increase in "substance use to cope with pandemic-related stress or emotions" among 18-24-year olds
- 25% of 18-24-year-olds have "seriously considered suicide in past 30 days"

There has been a shift to online services.

- Tele-Counseling: video or phone depending upon student preferences
- Converted all forms to fillable PDF's
- Created new form specifically for Tele-Counseling
- In This Together Support Group (ZOOM Weekly)
- Collegiate Recovery Community Weekly Virtual Offerings:
  - All-Recovery Meeting
  - Virtual Drop-in Café
  - Flexible, One-on-One Support
- Online Forums:
  - One Love Foundation on Healthy Relationships
  - Talk Saves Lives on Suicide Prevention

#### Success and Challenges

- Student numbers are slightly up, even with decreased enrollment
  - Since the pandemic and working remotely, we have worked with 136 students.
  - Personal Counseling has had over 630 individual appointments.
  - We have held 12 Support Groups and 30 Recovery Groups.
  - Through events, forums, and New Student Orientation, we have connected with over 515 students.
- Depression, Stress and Anxiety and Academic Issues continue to be the primary concerns.
- Worry about students we no longer "see."
- Students miss being on campus and having personal connections.

#### Looking ahead:

- Continuation of Tele-Counseling
- Drop in! Talk-in! increases flexibility and reduces barriers to counseling (Feb-March)
- Dharma Recovery, a wellness- and mindfulness-based weekly meeting
- Spring Forums: Faces and Voices of Recovery, One Love Foundation on Sexual Assault Awareness (VAWA and Clery)
- Psychoeducational Workshops on mindfulness and stress management (March-May)

Coordinator of Disability Services, Pam Farron discussed the following.

#### Disability Resource Center Demographics Spring 2021

- 150 students with documented disabilities
- 83 percent have hidden disabilities
- 85 percent attend part time
- 40 percent are enrolled in one of three programs
- Most share similar needs for accommodations
  - Accommodated exams
  - Notetaking assistance

- Evaluation and training in the use of Assisted Technology
- Supportive Counseling
- Consultation with faculty and community liaisons

Move to online services.

- Revised documentation and accommodation policies and procedures
- Converted all forms and documents to fillable, accessible PDFs
- Revised testing accommodations
- Revised Assisted Technology equipment loan procedures
- Adopted the use of Calendly app – HUGE TIMESAVER!
- Using Zoom for intake appointments, check-ins, and consultations

Where we are going from here:

- Blog to webpage
- Collaborations
  - United Cerebral Palsy
  - Workforce Development, Massachusetts Rehabilitation Commission, Department Mental Health
  - Academic Success Coaches
  - TRIO
  - Academic Technology Coordinator
  - Center for Teaching & Learning Innovation
  - Academic Technology Advisory Committee

c. Enrollment Update – Mike Sharp

Interim Dean of Enrollment, Mike Sharp reported the following:

Spring 2021 Enrollment

- Numbers from the end of the first day of classes
- Headcount decreased from 1,369 to 1,224, decrease of 11%
- FTE decreased from 770 to 664, decrease of 14%

Spring 2021 Enrollment by Gender

- Female headcount decreased 8% (881-811)
- Male headcount decreased 23.5% (468 – 358)

4. **FOUNDATION TRUSTEE REPORT**

Trustee Lori Kiely reported the following:

- Dan Dillion
  - Longtime BCC Alumni Board member and BCC Foundation Board member passed away from COVID-19
  - A small team from the Foundation Board and Alumni Board is meeting to discuss ways to honor his legacy
- BCC Foundation approved funding for a new Berkshire Science Commons at BCC
  - The space will provide much needed additional space for mechatronics, engineering, and technology lab equipment and for natural history specimens.

- 40 Under Forty
  - March 11, 2021 in-person event has been cancelled
  - A survey went to all honorees asking for their input on having a virtual event or an in-person event for summer or early fall, with safety measures in place.
- Donor Scholarship Stewardship Report
  - Since Awards Night needed to be virtual and many donors expressed their sadness with not being able to meet their student in person, a new Report is being sent out to all scholarship donors that Includes:
    - Photo
    - Bio
    - Student responses regarding their BCC experience

## 5. ALUMNI TRUSTEE REPORT

Trustee Melissa Myers reported the following:

- Dan Dillon's passing
- Ongoing mask sale
- Alumni Board Retreat in February
- Successful first online auction fundraiser
- Continuing Storytelling Hours – now monthly every last Thursday of the month, January with Judith Monachina, alumna and Director of the Housatonic Heritage Oral History Center At BCC

## 6. SUBCOMMITTEE REPORTS

### a. Academic Planning

Interim Provost Klepetar presented new the Food and Beverage Management Certificate and the request for name change of CIS Networking to CIS Networking and Cybersecurity.

Food and Beverage Management Certificate is a one-year, 30-credit program that prepares students for entry-level positions in the food and beverage industry. The program is designed to provide students with a basic understanding of the hospitality field, food and beverage operations, personnel, and supervision principles, as well as foundations of budgeting, accounting, and cost controls.

Name change: CIS (Computer Information Systems) Networking to CIS Networking and Cybersecurity

- Name change and curriculum evolution keeps the program up to date.
- 3 New Courses:
  - CIS-218 Enterprise Networking, Security, and Automation
  - CIS-222 Introduction to Cybersecurity
  - CIS-242 Cybersecurity Operations

The new courses reflect an industry wide shift to more cybersecurity content in curriculums hence, the proposed change in the option name.

*Upon a motion duly made and seconded, it was VOTED unanimously, by roll call vote, to approve the Food and Beverage Management Certificate and CIS Networking and Cybersecurity, as presented.*

**b. Human Resources**

Committee Chair Bowen read the committee's evaluation report of President Kennedy. (see attached)

**7. OTHER BUSINESS**

a. **Old** - None.

b. **New** - Personnel Items

Melissa Liodice presented the January personnel items.


*Upon a motion duly made and seconded, it was VOTED unanimously, by roll call vote, to approve the personnel actions for January.*

**8. ADJOURNMENT**


The meeting was adjourned at 7:19 PM. The next scheduled meeting will be held on March 23, 2021.

DATE: March 23, 2021

Respectfully submitted,

  
\_\_\_\_\_  
Kim Brookman

Approved:

  
\_\_\_\_\_  
Darlene Rodowicz, Board Chair

3/24/2021  
\_\_\_\_\_  
Date

**BOARD OF TRUSTEES**

Wednesday, January 27, 2021

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Employee Introductions

Administration & Finance – Andrea Wadsworth

- Information Technology

Deborah Thayer, Database Administrator

Nursing – Lori Moon

- Nursing

Jillian Albano, Assistant Professor of Nursing

## President Ellen Kennedy's Annual Review for 2019-2020

The combination of the pandemic, the economic crisis and the racial unrest of the past year have made leading any organization, let alone a community college whose very programs target economically disadvantaged and racially diverse students, very challenging. We at Berkshire Community College feel fortunate to have President Kennedy leading our college through these challenging times. Through our review process, which included President Kennedy's self-assessment, a review of pertinent data related to the equity agenda, interviews with 14 members of the faculty and staff, results from a survey conducted of the AFSCME and MCCC employees, and our own impressions of her, we have seen how President Kennedy steered the college through these challenging times effectively while also building the capacity of the college to prepare for the future needs of our students.

### Areas of Strength

President Kennedy's strengths include:

- Maintaining focus on the future while steering the college through the challenges of the pandemic. Hiring has continued, strategic planning slowed but relaunched, and support of the NECHE process has remained front and center. Faculty and staff report that they feel she has balanced the safety of the BCC community with the educational mandate of the college, and has advanced the college's goals through investment in faculty professional development.
- A strong presence, even virtually, providing leadership and emotional support at a time of need.
- Maintaining focus on equity issues and leading her team to look at data through an equity lens. She has created a DEI Council and has honed hiring practices to emphasize diversity.
- Financial stewardship that has led to strong support for faculty needs and the ability to ensure infrastructure is in place to optimize student learning.
- Integrity, honesty, openness to feedback, and a willingness to listen. She specifically ensured the HR Subcommittee would receive union feedback, to provide transparency and to help understand how she can improve.

### Progress against goals:

#### **Significantly raise the enrollment, attainment and long-term success outcomes among under-represented student populations.**

President Kennedy continues to focus on equity and embeds this goal throughout the work of the college. She and her team have developed practices and programs to support diverse student populations along the relationship continuum between students and the college, including the One-Stop Center, dual enrollment / early college program, BRIDGE program, TRIO program, and the implementation of the Student Success Survey. In addition, President Kennedy has developed a DEI Council to work across the college and break down implicit biases. She has also set an expectation that hiring processes should produce a stronger representation of diverse populations among faculty and staff. Importantly, she ensured that each of these programs has had the resources it needs to operate effectively either via budget prioritization or securing of outside grants.

Guiding this work is a consistent focus on data, broken down by subgroup area, to identify and address issues of disproportionality among special / marginalized populations. She provided a detailed review of this data in her self-evaluation. In the future, and to support the excellent work of the BCC team, we suggest that she consider an outside audit to support continued improvement in this area.

In addition to the programs cited above, BCC has recently launched the Center for Teaching and Learning Innovation (CTLI) - a department within the college that provides professional development and mentoring to the faculty so they can align their instructional design and practices to those known to be most effective for all students' academic success.



Key highlights of the CTLI include:

- Every faculty member participated in CTLI's program in summer 2020 to teach faculty how to develop on-line or hybrid learning environments. While this supports all faculty during the pandemic, it will also allow for future courses to be more accessible for low-income students.
- CTLI has embedded inclusive instructional design principles throughout their offerings, such as principles of UDLI, culturally responsive pedagogy, and accessibility in digital spaces.
- To the extent that implicit biases adversely affect the performance of under-represented students, the commitment of the CTLI to issues of equity can address subtle ways that bias creeps into a student's academic experience.

We believe CTLI is a model that other colleges in the state could follow.

#### **Establish a clearer structure for shared campus governance**

President Kennedy's leadership style invites multiple, diverse voices and input. She respects all people in the community and listens to all perspectives, though she knows she cannot respond affirmatively to all requests. Many felt fortunate to have direct access to her through Town Halls, office hours or committee work. Several cited programs, such as the Student Success Survey or CTLI, that were faculty ideas supported by President Kennedy. Others shared examples of how she finds the right people to lead, trusts them and helps them. Still others noted how, during the pandemic, she empowered faculty and staff to create their own plans for how to complete their work in a safe and effective manner.

Some people told us that they would like even more communication. This was typically expressed as a desire to hear why certain decisions have been made, rather than how. We encourage her to work to over-communicate the logic behind decisions that she makes.

During the 2019-2020 school year, she began to codify what shared governance should look like at BCC. This began as an inclusive process, allowing faculty and staff to create models that might work across the college. As the pandemic unfolded, this shared governance work was set aside, but has now re-emerged in an open, inclusive way, although with a different team leading the effort.

#### **Lead and facilitate campus reflection on Strategic Plan outcomes and NECHE self-study and team feedback in preparation for the 2021-2026 Strategic Plan, which will be developed in 2020-2021.**

This work paused briefly during the pandemic. BCC received the final NECHE feedback just before the pandemic hit, making a full review difficult. President Kennedy has sought volunteers to restart the strategic planning process in the 2021-2022 school year.

Despite this delay, BCC continues to address the most pressing needs of students, to improve teaching and learning across BCC, and to act on the ideas generated by the NECHE self-reflection process.

#### **Develop strategies and processes to strengthen resources (fiscal, human, equipment, campus culture)**

This is one of President Kennedy's greatest strengths. Faculty and staff noted consistently that their programmatic needs are provided for - whether that's honoraria for a speaker series or virtual simulation software in the nursing program; personnel to tutor students or data analysts to ensure programs are meeting their objectives. These investments are possible while the college maintains a positive net income each year.

She also ensures that human resources are well supported - examples include extensive support for new faculty at the college; a new division to support innovative teaching and learning; an HR department that has the leadership, direction and resources to follow fair, appropriate and inclusive processes.

Finally, she has been successful using her style, values and expertise to build relationships with funding organizations and DHE, putting BCC in a position to receive support and resources for its programs.