



**BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING  
June 2, 2020**

**1. CONVENING**

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, June 2, 2020, remotely via Zoom. Chair Rodowicz called the meeting to order at 4:39 PM. Kim Brookman took the roll.

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

**ABSENT:** Trustees Crane and McCormick, and Student Trustee Costello

**ALSO PRESENT:** From BCC's Executive Council: President Kennedy; Interim Provost Klepetar; Deans Goodman and Wynn; Director of Human Resources, Melissa Liodice; Assistant to the President, Kim Brookman  
BCC Employees and Guests: Kevin Kennedy  
Press: David Cachet (PCTV)

**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 April 28, 2020 meeting.*

**3. PRESIDENT'S REPORT**

**a. Enrollment – Christina Wynn**

Summer enrollment is up over last summer by 6.4%. Trustee Zaffanella asked how many students were enrolled for summer courses. Dean Wynn did not have the exact number but told the board she would get that information and pass it along.

Dean Wynn shared this noteworthy data:

- Increases in the Early Childhood Education (ECE), Sociology (SOC), and Economics (ECO) courses
- Most of BCC's students come from Pittsfield, Adams, Dalton, and North Adams
- Seeing increases from Becket, Otis, Florida and Savoy
- Small increases from Stamford, VT and Canaan, NY
- Declines in ages 18-22
- Small increase in non-traditional students (Could this be due to unemployment?)

Priority registration period stats comparing this year to last year:

Day

- Head Count (HC) decreased by 134 students (-24%)
- FTE decreased by 122 (-39%)

Evening

- Head Count (HC) decreased by 83 students (-42%)
- FTE decreased by 29 (-50%)

Online

- Head Count (HC) increased by 69 students (+27%)
- FTE increased by 26 (+33%)

Total

- Head Count (HC) decreased by 115 students (-17%)
- FTE decreased by 109 (-25%)

These numbers are consistent with other Massachusetts Community Colleges.

Dean Wynn expressed her belief that the college will see some growth after course modalities are shared for fall. June, July and August are normally the highest months for enrollment. As soon as someone applies, someone from the college is reaching out to them to get them registered.

Trustee Casper asked if the culinary program was still running. Dean Wynn stated the that program was on hiatus for the fall.

**b. Academic Affairs Fall Course Planning Retreat – Adam Klepetar**

Interim Provost Klepetar shared all that has been done since May 11<sup>th</sup> to change the modality of courses for the fall semester. The course planning retreat was held on May 19<sup>th</sup> where most of this work took place.

Before May 11 <sup>th</sup>	Online	Hybrid	F2E	F2N	Labs	Total
May 11 <sup>th</sup>	51	15	0	226	52	344
Percentage	15%	4%	0%	66%	15%	
May 19 <sup>th</sup>	82	128	48	13	47	318
Percentage	26%	40%	15%	4%	15%	
	31	104				

Trustee Zaffanella asked how much of this would be permanent. Provost Klepetar explained that this exercise has helped the college to be more efficient but was unsure how much of the changes in course modality would be permanent.

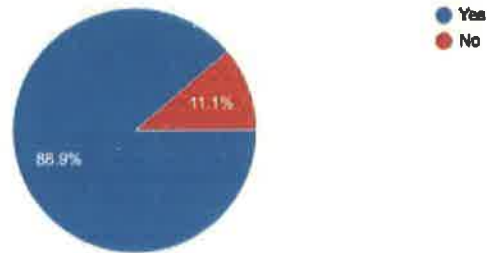
**c. Remote Teaching and Learning – Lauren Goodman**

**Spring 2020 Reflections:**

- Faculty Perspective
  - 54 responses to a CTLI faculty survey (49% response rate)
  - Assessment Goals:
    - Understand teaching challenges and opportunities
    - Understand student challenges
    - Analyze use of CTLI support and resources
    - Plan for future professional development
  - 40 faculty participated in two facilitated reflection sessions

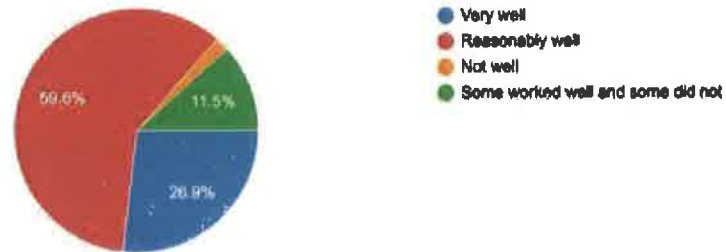
Did you modify any assessments (assignment, project, exam format, presentation, etc.)?

54 responses



How well did the revised assessment(s) work in this environment?

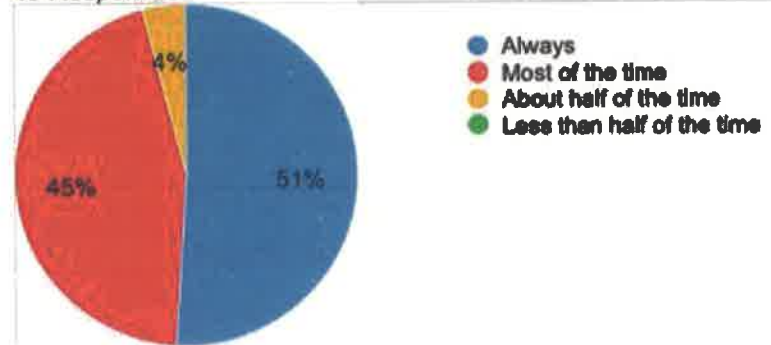
52 responses



- Student Technological Challenges
- Problems with an internet connection (66%)
- Managing issues with access to technology (60%) and WIFI (54%)
- Navigating Moodle (32%)
- Completing Assignments (30%)
- 93% of respondents used one or more CTLI resource when going remote
- 96% of faculty who accessed CTLI resources were able to find the information they needed Always or Most of the Time

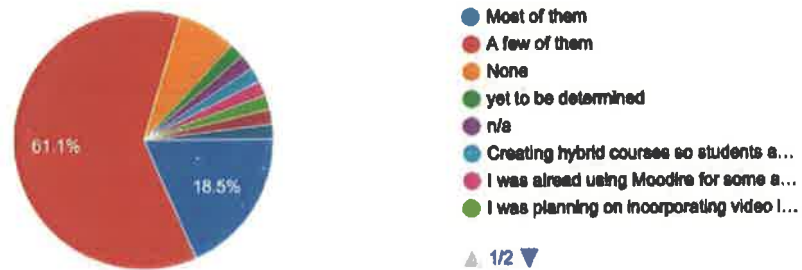
## How often were you able to find the information you needed?

49 Responses



## Will you keep any of the changes you made to your course for remote learning when we go back to classroom-based teaching?

54 responses



## Spring 2020 – Major Themes

- This is hard, and for many, a traumatizing moment.
- Engagement and connection are critical.
- Technology is great, except when it's not doing what we need it to do.
- Everything must be more intentional [in a remote environment].
- This situation forced us to consider what really matters.
- There are things we can control, and things we cannot.

## **Summer 2020 – Faculty Support**

- Summer 2020 Hybrid & Online Course Design Workshop

### **Logistics**

- Session I: June 15 – July 13
- Session II: July 20 – August 17
- Asynchronous online “course” where faculty will discuss best practices in online and hybrid course design
- Faculty compensated per credit for developing in a new modality
- Result will be (re)designed hybrid and online courses

### **Assessment of Workshop Impact**

- Stacy Evans, Faculty Lead for the CTLI, is currently developing a comprehensive assessment plan
  - Impact of Workshop
  - Network Analysis
  - Exploring multiple means of measuring impact

## **Remote Learning – Student Support**

- Technology and Access
  - Sample syllabus language to help students access increased financial aid for technology purchases
  - Reconfiguring student services to serve students remotely whenever possible
  - Reconfiguring campus spaces to facilitate remote learning
- Online/Hybrid Learning Success Strategies
  - Re-designing/Re-imagining Student Moodle Orientation as an Online/Hybrid Learning Success Strategies “course” for students
  - Emphasis on decoding the “hidden curriculum” of college
  - Practicing using technology for academic purposes

The Board commended Dean Goodman on all the work that has been done.

President Kennedy introduced Kevin Kennedy, Director of Food Services at BCC and a BCC alum. She gratefully thanked him for his 30 years of service to the College. Mr. Kennedy’s position was recently retrenched due to Covid-19.

#### 4. FOUNDATION BOARD TRUSTEE REPORT

Lori Kiely reported the following:

- Staffing Changes
  - Jen Larkin has transitioned into a new role in Financial Aid. She will now serve as a Special Projects Coordinator for Financial Aid and Scholarships.
  - Shelley Wojtkowski joins the Advancement Office as the new Assistant to the Office of Advancement, the role previously held by Jen Larkin.
- Scholarships
  - We have authorized a 4.5% spending policy for scholarships which equates to about \$325,000.
  - Awards Night will be held virtually in June.
- 40 Under Forty
  - While the hope was to have an event in the Fall there is still uncertainty surrounding COVID-19. After a lengthy discussion, it was decided to celebrate this cohort at a later date.
  - Currently planning to host this event in March 2021. Please note, we will not have a 6<sup>th</sup> 40 Under Forty class. This time will be used instead to celebrate the 5<sup>th</sup> cohort.
- Alumni Activities
  - As we had to suspend face-to-face events for the time being, we switched our BCC Alumni Programming to virtual events, which we are calling BCC Story Telling Hours. Each week we feature an alumnus with other guests like former staff/faculty and current professors.
- 60th Anniversary
  - Given the uncertainty in the fall both 60th Anniversary events, Pittsfield Common and 60th anniversary Gala, are being postponed until next September and October.
  - The planning committees for these are developing substitute virtual activities that we will share with you.

#### 5. ALUMNI TRUSTEE REPORT

Melissa Myers reported the following:

- Continuing Live Storytelling Hours (recorded versions on Facebook)
- Working on new virtual events – ideas welcome!
- Focusing on building up our board with new board members due to normal turnover
- Participated in virtual graduation
- Signing graduate letters

## 6. SUBCOMMITTEE REPORTS

### a. Academic Planning (Lori Kiely reported for Kate McCormick)

- Studio Art Certificate - A new certificate was created by Fine Arts faculty Lisa Griffith to support students looking for a credential as well as those that would like to transfer with a credential. This newly proposed certificate was approved by the Educational Affairs Committee and will continue its process through other groups on campus as well as the DHE. It is scheduled to be available for matriculation in the Fall 2021 Semester.
- Course Packaging - Adam Klepetar spoke about creating some course packages to be offered for the summer schedule. In light of the changes of moving things toward remote modalities, and support from faculty like Michele Darroch who have created protocols for safe lab settings for students and faculty on campus, BCC hopes to encourage more students from various groups to come to BCC this summer. There are potentially three groups of students to connect with this summer; students home from four-year schools looking to take some gen-eds or something they weren't able to complete this spring, high school students in need of their AP credits and furloughed or laid off workers looking to upskill their potential.
- Academic Spaces
  - Library
    - Continuing with the idea of the library as a destination space, work continues on the new reference desk to enhance previously updated areas of tutoring and the digital commons. Testing has been moved to the library as well. The long-imagined idea of a coffee cart has been delayed during this off-campus time but will be revisited once we can all be back in person.
  - Course Redesign Space
    - This space will be located in Hawthorne and will be the new home of the Coordinator of Instructional Teaching & Design, Tattiya Maruco. The space will have workspace for faculty media creation, new software, high speed IMACs, green screens for more dynamic videos, assistive technology and a color printer among other items. It is hoped that this space will be running in time to accommodate appointments (practicing physical distancing) over the summer.
  - Additional Spaces
    - There are two other spaces currently on the table to look at for the spring: a maker space for engineering and technology and a lab space for Human Services.
- New Workforce Directors
  - Designed with an alignment to the Berkshire Blueprint, we have recently completed the hiring for our workforce director positions and now have a full complement in that division. We hired Elena Nuciforo as Director of Workforce for Allied Health in the fall. Early in the spring we hired Paul Mattingly, Director of Workforce for Applied Manufacturing. Jay Bayer, Director of Workforce for Hospitality started the week of May 4<sup>th</sup>.



- Faculty Search Update
  - We have just completed a successful search and hired a new full-time chemistry faculty who will start with us in the fall. We are currently searching for two additional positions; full-time Business/Economics faculty and full-time Hospitality faculty. We also have an open spot in nursing for full-time ADN faculty and the search and interview process there is ongoing.

**b. Finance (Pete Mirante)**

Trustee Mirante told the Board that both revenue and expenses are down and the college could expect to have a breakeven budget for FY20.

President Kennedy explained to the Board that the FY21 Preliminary Budget had been constructed planning for a 10% reduction in state appropriation and a 10% reduction in enrollment (tuition & fees), with no fee increase to students.

The budget includes the following reductions:

- Café operations suspended for FY21
- DCE Instruction \$200,000
- Capital Budget reduced \$125,000
- Building renovations reduced \$125,000
- Utilities reduced \$100,000
- CARES funds used for Education Assistance program - \$45,000
- Contingency funds reduced \$100,000
- Various full-time & part-time positions on hold

*Upon a motion duly made and seconded, by roll call vote, the Berkshire Community College Board of Trustees voted unanimously to approve the Preliminary FY21 Budget, including expenses in the amount of \$17,184,480, which are comprised of the following:*

• State Appropriation	\$11,021,938
• General Purpose Trust Fund	\$5,490,872
• Lifelong Learning Trust Fund	\$537,800
• Designated Trust Fund	\$69,003
• Student Government Trust Fund	\$64,847
• Cafeteria Trust Fund	\$0

**7. OTHER BUSINESS**

- a. **Old** – Answer to a previous question. Summer Enrollment = 720
- b. **New** – None.

8. **ADJOURNMENT**

The meeting was adjourned at 5:53 PM. The next scheduled meeting will be held on August 25, 2020.

DATE: August 25, 2020

Respectfully submitted,

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

Approved:

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

  
\_\_\_\_\_  
Date