



**BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING  
October 6, 2020**

**1. CONVENING**

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, October 6, 2020, remotely via Zoom. Vice Chair Bowen called the meeting to order at 4:30PM. Kim Brookman took the roll.

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

**ABSENT:** Chair Rodowicz; Trustees Chacon, Crane and McCormick, 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 Wynn; Executive Director of Human Resources, Melissa Loiodice; Assistant to the President, Kim Brookman

BCC Employees and Guests: Sarah Broughel, Pam Coley-McCann, Jen Collins, David Dilulis (O'Connor & Drew), Richard Felver, Melody Fisher, Laurie Gordy, Karen Hines, Colleen Hunkler, Dean Kosow (O'Connor & Drew), Chris Laney, Jen Larkin, Lori Moon, Celia Norcross, Dhanushka Peru, Andrea Robare, Frank Schickor, James Storey, Mitch Saviski, Mike Sharp, MaryRose Williams, Ahmed Zayan

Media: David Cachat (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 August 25, 2020 meeting.*

**3. AUDIT (O'Connor & Drew)**

David Dilulis and Dean Kosow of O'Connor & Drew presented the audit report for FY20.

They began with required communications.

## **AUDITORS' RESPONSIBILITY UNDER GAAS**

- We have a responsibility to conduct our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.
- In carrying out this responsibility, we planned and performed the audit to obtain reasonable – not absolute – assurance about whether the basic financial statements are free of material misstatement, whether caused by error or fraud.
  - **We issued an unmodified opinion on the financial statements.**
- An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, we express no such opinion.
  - No material weaknesses/significant deficiencies were noted within the Report on Internal Control over Financial Reporting and on Compliance and Other Matters
- We are responsible for communicating significant matters related to the financial statement audit that are, in our professional judgement, relevant to the responsibilities of those charged with governance.
- We applied certain limited procedures (such as inquiry of management and comparing for consistency) to the Required Supplementary Information that supplements the financial statements.

## **INDEPENDENCE**

- We are not aware of any relationships between O'Connor & Drew and the College that in our professional judgment may reasonably impact our independence.
- We are independent with respect to the College within the meaning of the pronouncements of the Independence Standards Board, Government Auditing Standards, and under Rule 101 of the AICPA Code of Professional Conduct.
- No management advisory services were performed by O'Connor & Drew.
- O'Connor & Drew assisted in the preparation of the financial statements, data collection form, and SEFA however, these activities do not impact our independence.
  - These non-attest services were supervised by Mitch Saviski, Comptroller

## **MANAGEMENT'S RESPONSIBILITY**

- Selection and use of appropriate accounting policies – Significant policies are found in Note 1
  - During fiscal year 2020, GASB Statement Number 84, Fiduciary Activities, was adopted.
  - Application of existing policies were not changed during current year
- Selection and use of appropriate accounting estimates – Based on management's knowledge and experience about past and current events and assumptions about future events
  - Allowance for doubtful accounts
  - Depreciation

## Determining net pension and OPEB liabilities

- Accounting for significant transactions include:
  - As of June 30, 2020, the College expended \$383,057 for emergency grants to students and \$142,937 for institutional costs from the Higher Education Relief Fund
- No transactions entered into during the year for which there is a lack of authoritative guidance or consensus
- All significant transactions have been recognized in the financial statements in the proper period

## **SIGNIFICANT COMMUNICATIONS, FINDINGS OR ISSUES**

- There were NO:
  - Disagreements with management
  - Consultations with other accountants/auditors
  - Major issues discussed with management prior to retention
  - Difficulties encountered in performing the audit
  - Audit adjustments or uncorrected misstatements
  - Other findings or issues that are significant or relevant to be communicated to those charged with governance
- Significant written communications between the auditor and management include:
  - Engagement letter
  - Management representation letter
  - Management letter

## **FINANCIAL STATEMENT FRAUD RISKS**

- No pervasive financial statement fraud risks were identified
- Specific Risks Presumed by Auditing Standards
  - Risk of misstatement relating to revenue recognition
  - Risk of misstatement relating to expense recognition
  - Risk of management override of controls
    - Journal entries and adjustments
    - Significant accounting estimates
    - Significant unusual transactions
- Organization-Specific Risks

## Related party transactions

## **OTHER MATTERS**

### ***Upcoming GASB Pronouncement – GASB Statement 87 - Leases***

- Effective for periods beginning after December 15, 2021
- Requires lessees to recognize on their statement of net position the rights and obligations resulting from leases categorized as operating leases as assets, liabilities, or deferred inflows / outflows of resources
- Provides for an election on leases with terms of less than twelve months to be excluded from this Standard
- College currently holds leases for equipment, vehicles and space

David Dilulis briefly shared the Financials focusing on the following:

- page 16 - Assets, Capital Assets, Cash
- page 16 – Liabilities and Net Position (\$44.6 million)
- page 17 – Revenues and Expenses (\$400,000 profit)
- page 18 – Changes in Net Position (\$1.2 million to unrestricted)
- page 29 – Note 2 – Restate OPED Liability

*Upon a motion duly made and seconded, the Berkshire Community College Board of Trustees accepted the FY20 Financial Audit Report, which was performed by O'Connor & Drew as of June 30, 2020.*

#### 4. PRESIDENT'S REPORT

- a. Employee Introductions (see attached list)
- b. Diversity, Equity and Inclusion Council Update – Jen Collins

Associate Professor of Chemistry, Jen Collins reported the following:

- 58 members on our email list
- Just voted on and passed a governance structure to organize us as we move forward
  - 3 co-facilitators – elected on October 8th
  - Many sub-committees with designated leaders
    - Education
    - Best Practices
    - On-boarding / Welcoming (collaborating with Affirmative Action Committee)
    - Website
    - By-laws
    - Community Presence
    - New sub-committees established as needed

Actions Taken by Committee:

- Working with Multicultural Bridge throughout the fall semester
  - Surveys, training, education, discussions
- Members have attended and participated in various online trainings and discussion groups that we have access to
- Members have attended stand-outs organized by the NAACP in support of the BLM movement and individuals in our community

Mission Statement:

The mission of the Diversity, Equity, and Inclusion Council at Berkshire Community College is to build a culture of acceptance, a commitment to social justice, and educate ourselves and our community about the relationship between privilege and power.

We dedicate ourselves to concrete and actionable steps that will dismantle the systems of oppression that exclude people based on differences. We commit to centering the voices of people whose experiences are ignored. We identify our own privileges and the way we benefit from systems that oppress others, we will use those privileges to protect and amplify those who are not given similar systemic advantages.

We recognize that there is a fundamental connection between individual reflection and action and greater collective change. As individuals and as a college, we commit to examining and challenging our biases with the goals of: creating a feeling of belonging, connectedness, and safety for all; investing in the personal growth of students and all who work at BCC; and working toward a community where no one is oppressed, set aside, or exploited. We believe that the education of ourselves, our students, and our community is key to creating a more equitable, diverse, and inclusive society, and commit to the continued learning and action that will lead to change.

- c. Curriculum Theme on Voting – Laurie Gordy, Pam Coley McCann, Melody Fisher, Chris Laney  
Dean Laurie Gordy lead the presentation with the following:

Why a Curriculum Theme?

- Way for students to see connections between their courses
- Fosters seeing same topic from multiple perspectives – key skill for personal and professional development
- It is a high impact practice – and fosters student retention and engagement

Why Voting?

- U.S. Presidential Election and Centennial of "Women's" Right to Vote
- BCC and HBS Divisional Commitment to preparing students to engage with the communities in which they live
- Supports Liberal Arts skills of critical thinking, data analysis, problem solving, and communication

Pam Coley-McCann gave examples of how she incorporated this theme into two of her classes.

HSV 111: Social Justice is a core social work principle and requires meaningful participation from all members of society

- Research assignment exploring the impact of oppression upon voter turn-out, advocating for the rights of our most vulnerable populations, challenging apathy and learned helplessness in our clients, and social worker leadership and political activism.

HSV 280: The Morally Courageous Group

- Develop an educational group examining external and internal factors inhibiting the ability to speak up or behave in accordance with one's value or sense of citizenship

Chris Laney gave an example of how he incorporated this theme into one of his classes.

HON 298F: Conspiracy Theories in American History

The course:

- Conspiracy theory studies
- History of conspiracy theories
- Hybrid-virtual course

The assignment:

- Discussion forum - Election Conspiracy Theories

Melody Fisher gave examples of how she incorporated this theme into two of her classes.

Introductory Psychology (PSY-107)

Social Psychology (PSY-207)

- The task: Use your new knowledge to analyze and understand this election!
- Post examples of persuasive ads
- Develop a project to encourage voting
- Debate the role of conformity in sharing political opinions
- Identify propaganda
- The quiz where you examine images of real social media content and decide whether it's from a legitimate account or an internet troll.
  - <https://spotthetroll.org/>

d. Open Educational Resources @ BCC – Karen Hines, Andrea Robare

Associate Professor of Business, Karen Hines began the presentation with a quote from the United Nations.

“...higher education shall be equally accessible to all”

Hines shared the following data:

- Survey at 10 community colleges (4312 students responding): 1 in 5 students were hungry, 13% were homeless.
- 23% of low-income sophomores worked a job between the hours of 10pm-8am.
- A generation ago, public colleges/universities got an average of 75% of budget from state. Today, it's about 50%.
- 50-80% of sticker price comes from non-tuition costs.
- The average net price for a year at community college equals 40% of a low-income family's annual income.
- A year at public university ranges from 16-25% of a middle-class family's annual income.
- 60% of Americans ages 25-64 don't have a college credential, but 22% of them earned credits trying to get one.

What are the biggest cost challenges facing a college student?

Tuition	61.65%
Course materials	39.56%
Housing costs	38.10%
Food expenses	31.02%
Living expenses	30.18%
Transportation	18.49%
Technology	15.45%
Additional school supplies	7.66%
Daycare	3.04%
Other	2.16%

What can we as faculty do? Help with books and supplies. College text book prices have increased 1,041% since 1977.

Students are told to budget between \$1240 - \$1440 for books and supplies each year. How are students coping with the cost?

- Purchase an older edition of the textbook
- Delay purchasing the textbook
- Never purchase the textbook
- Share the textbook with other students
- Download textbooks from the internet

Open Educational Resources (OER) are teaching, learning and research materials in any medium – digital or otherwise – that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions. <https://en.unesco.org/themes/building-knowledge-societies/oer>

MA OER Advisory Council Charge: “The advisory council will serve to expand OER use on campuses and to provide advice and counsel for statewide OER implementation. The statewide OER Advisory Council and the statewide OER Coordinator are responsible for implementing the short-term recommendations and developing plans, after conducting additional research, for how to implement the mid and long-term recommendations.”

Stakeholder Advantages:

Students:

- No Cost (Free)
- Accessible
  - more equitable access to education
  - material available on day one
- Engaging
- Retainable: OER materials available after class ends

Faculty:

- Allows for access to resources from around the world not just those available from one publisher
- Enables personalization of teaching and learning materials
- Encourages new pedagogical approaches
- Facilitates interaction with subject matter through the creation of renewable, engaging assignments.

Institution:

- Textbook/Materials Affordability is a social justice issue key to the mission of the CC
- Higher passing rates
- Higher retention rates / lower withdrawal rates
- Higher completion and graduation rates
- Higher student satisfaction

Reference Librarian, Andrea Robare talked about some ways that BCC is helping.

Andrea showed the following link to the group and explained some of the student and instructor resources. <https://berkshirecc.libguides.com/home/oer> She also showed some of the programs offered, progress being made, and goals for the future.

- [Massachusetts OER](#) Advisory Council and MA Department of Higher Education presented two workshops to faculty in May. The workshops were incentivized with a small stipend.
- Faculty learned the basics of Open Educational Resources and wrote a review of a textbook in the [Open Textbook Network](#) (OTN).
- 18 BCC professors attended either workshop.
- Worked with professors on searching databases on our BCC [OER LibGuide](#)
- Library purchased a suite of 23 [Open Stax textbooks](#)
- Created a Moodle workshop for faculty working on OER
- OER Committee created

Goals:

- Increase faculty use, evaluation, and creation of OER
- OER workshops
- Identify OER classes on class schedule
- Create a campus-wide OER policy

## 5. FOUNDATION BOARD TRUSTEE REPORT

Lori Kiely reported the following:

Donations

Despite COVID-19 the Foundation had a great year for fundraising.

- \$814,725.00 raised- this exceeded the projected income of \$335,000.00 by \$479,725.00.
  - The increase in donations resulted from the following:
    - Legacy gift to establish a new scholarship
    - Anonymous donor contributing to their scholarship
    - Endowment Incentive Program state matching gift
    - Overall increases in special event fundraising like the Harvest Run and 40 Under Forty
- The Annual Fund Campaign - which is undesignated funding and is used for wherever the need is greatest raised \$92,738.35 vs. \$82,924.39 last year.

The Foundation, including the Annual Fund, provided funding for the following primary initiatives:

- Emergency Financial Aid (various funding sources) - \$36,821.34
- Food Pantry - \$12,616.67
- Library and Academic Technology - \$5,375.00

Scholarship Campaign

- 164 awards for new and returning students, totaling \$325,000



## 60th Anniversary

- In collaboration with PCTV, BCC will be airing a special 60th anniversary program on Thursday, Oct. 22nd at 6:00 pm
  - PCTV channel 1302, PCTV Select, Facebook Live & BCC Website

## 6. ALUMNI TRUSTEE REPORT

Melissa Myers reported the following:

- BCC's Virtual 60<sup>th</sup> Anniversary Celebration on 10/22/20 at 6 pm on PCTV, PCTV Select, Facebook Live and the BCC website

Join Berkshire Community College as it celebrates its 60<sup>th</sup> Anniversary as the first community college in the Commonwealth by watching our Celebration video brought to you by Pittsfield Community Television on Thursday, October 22 at 6:00 PM. Viewers can watch the hour-long event that showcases memories, videos, interviews and more of the past 60 years of BCC history by watching it at 6:00 PM on 10/22 on PCTV channel 1302, if you have Spectrum in Pittsfield, Dalton and Richmond; viewers may also download the PCTV Select app, available on modern Roku and Apple TV devices or via a webstream (for full instructions on how to view PCTV Select, visit [www.pittsfieldtv.org](http://www.pittsfieldtv.org)); or on [PCTV's Facebook Live](#) (which will be shared from the [BCC Facebook page](#) during the celebration event).
- Alumni Story Telling Hours
  - Thursday, October 15 at 3:00 PM with [BCC alumna Nakeida Bethel-Smith and BCC's Personal Counselor Lisa Mattila](#)
  - Thursday, October 29 at 3:00 PM: BCC to Elms Special: [Ashley Wrenn '17 & Pam Coley McCann](#)
  - Thursday, November 12 at 3:00PM with Michelle Hill '14 & Jahaira DeAlto '19
- Virtual Alumni Paint & Sip to benefit the Alumni Board Scholarship fund on 11/6 at 6 pm
- Online Auction
- Mask fundraiser

## 7. SUBCOMMITTEE REPORTS

### a. Finance (Pete Mirante)

Trustee Mirante asked VP Wadsworth to give an update on Covid.

VP Wadsworth reported the following: The college utilized its policies and procedures in September with our first positive COVID-19 case on campus. Overall, we feel the response was effective and efficient. We have revised our communication plan to be more responsive. We also tightened our timeline regarding communications delivery.

Representatives from the Pittsfield Health Department joined the Town Hall today to answer questions related to Covid 19. Guest speakers: Dr. Alan Kulberg, Chair of the Pittsfield Board of Health; Gina Armstrong, Director of Public Health, City of Pittsfield; Kayla Donnelly-Winters, RN, BSN, Public Health Nurse Manager

Testing will continue on campus every two weeks. We are using CARES Act funds to pay for these tests. A flu clinic will be held on campus on October 8<sup>th</sup>, all are welcome.

8. **ADMINISTRATIVE ACTIONS**

Melissa Liodice presented the October personnel items.

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

9. **OTHER BUSINESS**

a. **Old** – None.

b. **New** – Virtual Statewide Trustee Conference will be held on Tuesday, October 27<sup>th</sup> Noon–2pm

10. **ADJOURNMENT**

The meeting was adjourned at 6:21 PM. The next scheduled meeting will be held on December 1, 2020.


DATE: December 1, 2020

Respectfully submitted,

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

Approved:

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

  
\_\_\_\_\_  
Date

**BOARD OF TRUSTEES**Tuesday, October 6, 2020

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Employee Introductions

## President's Office - Ellen

- Enrollment  
Michael Sharp, Interim Dean of Enrollment
- Human Resources  
Melissa Loiodice, Executive Director of Human Resources

## Academic and Student Affairs - Adam

- Business and Outreach  
Christina Wynn, Interim Dean of Business and Outreach
- Library and Learning Commons  
Richard Felver, Dean of the Library and Learning Commons

## Enrollment – Mike

- Student Financial Services  
Jennifer Larkin, Special Programs Coordinator- Student Financial Services & Scholarships

## Business and Outreach - Christina

- Economics  
Dhanushka Peru, Assistant Professor of Economics
- Hospitality Management  
James Storey, Assistant Professor and Curriculum Coordinator, Hospitality Management

## Nursing – Lori

- Nursing  
Sarah Broughel, Assistant Professor of Nursing  
Colleen Hunkler, Special Programs Coordinator - Data Analyst in Nursing  
MaryRose Williams, Assistant Professor of Nursing

## STEM and Allied Health - Frank

- Engineering  
Ahmed Zayan, Assistant Professor of Engineering