



**BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS  
BOARD OF TRUSTEES  
MINUTES  
March 23, 2021**

**1. CONVENING**

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, March 23, 2021, remotely via Zoom. Chair Rodowicz called the meeting to order at 4:30 PM. Kim Brookman took the roll.

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

**ABSENT:** Trustees Crane and McCormick

**ALSO PRESENT:** From BCC's Executive Council: President Kennedy; Interim Provost Klepetar; Vice President for Administration & Finance Wadsworth; Dean Goodman; Interim Dean Christina Wynn; Executive Director of Human Resources, Melissa Loiodice; Assistant to the President, Kim Brookman  
BCC Employees and Guests: Karen Hines, Celia Norcross, Elena Nuciforo, Michael Sharp  
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 January 27, 2021 meeting.*

**3. PRESIDENT'S REPORT**

President Kennedy began her report by introducing the Board's new student trustee, Raul Villalobos. Raul is from El Salvador and is studying Mechanical Engineering.

**a. Student Success Initiatives**

**SUCCESS Grant Update**

Interim Provost, Adam Klepetar and Dean of Students, Celia Norcross shared a presentation on the SUCCESS Grant.

#### Student Success Vision:

- We will help students to **identify** personal goals, barriers and how to navigate the hidden curriculum of college to help them to progress towards success.
- Students will **persist** from the semester they started in and continue to register for courses towards completion of a degree/certificate or transfer, maintaining a satisfactory GPA and academic progress.
- Students will **participate** in career exploration and solidify a program choice that leads to a goal orientated future.
- Students will **learn** to be active participants in their future.

#### Current Progress:

- Supporting Urgent Community College Equity through Student Services (SUCCESS) funds
- Statewide Leadership Team
- Statewide Coordinating Committee
- Forming a BCC team
  - Plan is to receive funding in the month of April for project launches as early as May, though most will begin in the Fall 2021 semester
- Goal of SUCCESS is to bring best practices to scale:
  - Ongoing TRiO SSS strategies
  - Virtual supportive environments/services through Student Support Center, Student Engagement Center, and TRiO
  - Coaching through ECE
  - Mentoring
- Academic Success Coaches
- Embedded position in local high schools

#### Supporting Urgent Community College Equity through Student Services (SUCCESS) Funds:

- **\$7 million for a new SUCCESS Fund (Over \$400K for BCC)**
- SUCCESS Funding is new and targeted for community college students
- Focus is on wraparound supports and services to improve outcomes for the most vulnerable populations at BCC
- Equity minded work, sharing best practices with sister institutions
- Academic Coaches
- Experiential Learning Coordinator

#### Next Steps:

- Statewide group representing Academic and Student Affairs
- Steering committee with representation from across campus
  - Case management of student success with a wholistic view
  - Collect and analyze data to offer areas of focus and attention in supporting our students
  - Create a list of best practices at BCC engaging student success

- Intentional Creation of:
  - Interventions
  - Key Performance Indicators (KPIs)
  - Success Pathways
  - Data Analysis

**Measurable Outcomes**

Program participation and support/engagement activities	Short-term outcomes	Long-term outcomes
<ul style="list-style-type: none"> <li>• number of students served</li> <li>• characteristics of students served (new/returning; first-time/transfer; race/ethnicity; gender; age; first generation; and other priority populations)</li> <li>• # of support and engagement activities as defined by campus</li> </ul>	<ul style="list-style-type: none"> <li>• fall-to-spring retention</li> <li>• course completion rates</li> <li>• GPA</li> <li>• fall-to-fall retention</li> <li>• student perceptions of belonging, engagement, and satisfaction as reported in a short standardized survey</li> </ul>	<ul style="list-style-type: none"> <li>• Graduation or transfer within six years</li> <li>• System-wide administration of CCSSE</li> </ul>

**Achieving the Dream (ATD) Grant Overview**

Dean of Teaching and Learning Innovation, Lauren Goodman and Interim Provost, Adam Klepetar shared a presentation on ATD.

**Mission:**

To lead and support a national network of community colleges to achieve sustainable institutional transformation through sharing knowledge, innovative solutions and effective practices and policies leading to improved outcomes for all students.

**Building Resiliency in Rural Communities for the Future of Work:**

An initiative that aims to increase equitable student success by strengthening rural colleges' capacity to prepare students for careers in today and tomorrow's digital economy.

**Colleges chosen to receive the grant:**

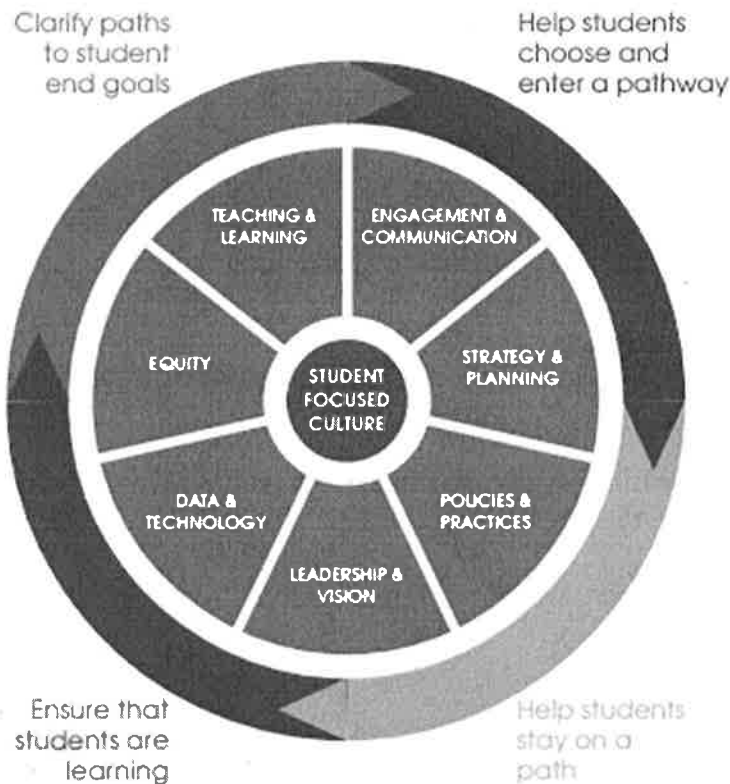
- Berkshire Community College
- Clovis Community College (Clovis, NM)
- Columbia-Greene Community College (Hudson, NY)
- Halifax Community College (Weldon, NC)
- Louisiana State University-Eunice (Eunice, LA)
- Northwest Mississippi Community College (Senatobia, MS)

- Southeast Kentucky Community and Technical College (Cumberland, KY)

Why are we doing this:

- Increase positive outcomes for all students, especially BIPOC (Black, Indigenous, and People of Color) and others who face structural barriers such as poverty and systemic racism
- Identify opportunity gaps for students whose needs we are not currently meeting
- Intentionally align college initiatives to ensure we meet these goals

Achieving the Dream - 7 Principles:



Achieving the Dream – Highlights & Next Steps:

- Research, Resources, Professional Development Opportunities to be shared with BCC
- 15 BCC attendees at February 2021 ATD Conference
  - Using data to understand where we’re succeeding and where we have more work to do
  - Designing systems and policies that center the student experience
- April 2021 Intensive Training & Convening of Core & Data Teams

b. Workforce Development Healthcare Update (Elena Nuciforo)

Director of Workforce Development Healthcare Division, Elena Nuciforo spoke on the following categories as related to this division.

- Quality programs and instructors
- Accessibility (money, language, transportation, immunizations)
- Partnerships (impossible with them)
- Pathways (to advance in life)
- Sustainability (to support programs and move forward)

Programs:

- Certificate programs:
  - Phlebotomy Technician Certificate
  - Certified Community Health Worker
- Professional development and continuing education:
  - Professional Development for Early Childhood Educators
  - CEUs for Social Workers through NASW-MA (National Association of Social Workers)
- Conferences, workshops, webinars:
  - Mental Health: Hope and Resilience in the Berkshires
  - Adverse Childhood Experiences Workshop
  - Webinars: Volunteering, COVID-19, Assistive Technologies, South County Webinars
- Community collaborations:
  - Rural Recovery Resources: HRSA (Health Resources and Services Administration) grant to develop training to reduce addiction and recovery stigma
  - Southern Berkshire Rural Health Network
  - Berkshire Health Systems
  - College internships and practicums: UMass School of Public Health and Williams College

Big Plans Moving Forward:

- Certificate programs: Medical Assistant, Personal Care Attendant/Home Health Aide, Pharmacy Technician, CNA, Medical Practice Manager
- Innovative credentialing
- Crafted soft skills training
- Continuing Education Units/Credits: Broader scope of professionals
- BCC Faculty: Professional development and involvement
- Pathways: Blending non-credit and for-credit programs
- Extensive local and regional partnerships

4. **STUDENT TRUSTEE REPORT**

Student Trustee Raul Villalobos introduced himself to the Board, telling them he would be graduating this spring from BCC and transferring to Worcester Polytechnic Institute or UMass Amherst.

Student Trustee Villalobos spoke about how COVID-19 affected student learning during 2020.

- Unexpected situation
- Transition to remote learning was difficult
- Student feedback
  - In-person experience was lost
  - Internet quality was poor for some
- Good student feedback
  - Professors recorded lectures
  - Extended office hours
  - Extended deadlines for assignments

Trustee Villalobos then shared his thoughts on how to support our students' learning post-pandemic.

### Recommendations

- Follow safety guidelines in the buildings.
- Open the labs for STEM students.
- Open student organizations for in-person activities.
- Professors should be mindful that the pandemic is not over. While many feel encouraged to go back to in-person classes, it might not be an option for others.
- BCC should have optional in-person classes, for the first semester, not only for safety reasons, but to give some time for students to accommodate their work schedules, and other areas of their lives.
- Provide more technological training for students who have difficulties with online platforms, including help to navigate the Moodle page, which has changed in the last semester.

Trustee Villalobos then spoke a bit about the Student Government Association (SGA).

## 5. ALUMNI TRUSTEE REPORT

Trustee Melissa Myers reported the following:

- Keep an eye out for the annual Alumni print newsletter, it will be in mailboxes in April
- Toni Buckley, the Director of Alumni Relations, is going on maternity leave and we will have a part-time coordinator, a recent BCC alumna, who will keep alumni communications going while the Board will continue to organize virtual events and fundraisers
- Mask fundraiser continues if anyone would like one - \$10 each

## 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.

At the end of the fall semester a new certificate was submitted called Food and Beverage Management for your approval. This Certificate was recently re-worked to be more efficient and relevant by moving from 30 credits to 28. This was done by removing the Hospitality Finance course and replacing it with the Wine Appreciation course. Students can take the Hospitality Finance course if they are interested, but it won't be required as part of the certificate.

Discussed ensued regarding the move from 30 to 28 credits. This move was made to help students complete this certificate within a year.

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

**b. Finance**

Committee Chair Mirante introduced VP Wadsworth to go over the 2<sup>nd</sup> quarter trust fund report and the final FY21 budget.

VP Wadsworth reviewed the 2<sup>nd</sup> Quarter Trust Fund Report (as follows) with the Board.

BERKSHIRE COMMUNITY COLLEGE  
ACTUAL VS. BUDGET  
For Six Months Ending December 31, 2020

	FY21 - Actual YTD			FY21 - Budget YE			Actual / Budget Variance	FY20 - 12/31/19 YTD		
	Revenue	Expense	Net	Revenue	Expense	Net		Revenue	Expense	Net
General Purpose Trust % of Budget	\$ 4,889,063 86%	\$ 2,582,310 47%	\$ 2,106,753	\$ 5,461,709	\$ 5,490,872	\$ (29,163)	\$ 2,135,916	\$ 5,354,032	\$ 3,452,148	\$ 1,901,884
Lifelong Learning Trust % of Budget	170,038 32%	82,385 17%	77,674	539,000	537,800	1,200	78,474	210,791	191,265	19,526
Designated Trust % of Budget	11,669 14%	8,027 12%	3,641	85,250	69,003	16,247	(12,606)	115,466	41,599	73,866
Student Government Trust % of Budget	15,205 20%	5,959 9%	9,246	78,563	64,847	11,716	(2,470)	68,537	24,047	42,490
Cafeteria Trust % of Budget	544 0%	- 0%	544	-	-	-	544	183,047	122,014	61,033
Totals - Trust Funds % of Budget	\$ 4,866,520 76%	\$ 2,668,661 43%	\$ 2,197,859	\$ 6,162,622	\$ 6,162,622	\$ -	\$ 2,197,859	\$ 5,929,872	\$ 3,831,073	\$ 2,098,799
State Appropriations % of Budget	5,184,749 47%	5,184,749 47%	-	11,021,938	11,021,938	-	-	1,798,866	1,798,866	-
Totals % of Budget	\$ 10,051,288 58%	\$ 7,853,410 46%	\$ 2,197,859	\$ 17,184,460	\$ 17,184,460	\$ -	\$ 2,197,859	\$ 7,728,738	\$ 5,629,939	\$ 2,098,799

*Upon a motion duly made and seconded, it was VOTED unanimously, by roll call vote, to approve the FY21 Trust Fund Report for the quarter ending December 31, 2020.*

VP Wadsworth reviewed the Final FY21 Budget with the Board, explaining that there will be a planned surplus for this year that will go into reserves for the future.

BERKSHIRE COMMUNITY COLLEGE							
SUMMARY							
Fiscal Years							
	Original FY20 Budget	Preliminary FY21 Budget	Increase (Decrease)		Final FY21 Budget	Increase (Decrease)	
<b>REVENUES</b>							
State Appropriation	\$ 12,004,229	\$ 11,021,938	\$ (982,291)	-8.18%	\$ 12,133,233	\$ 1,111,295	10.08%
General Purpose Trust	6,128,389	5,461,709	\$ (666,680)	-10.88%	\$ 5,427,171	(34,538)	-0.63%
Lifelong Learning Trust	362,945	539,000	\$ 176,055	48.51%	\$ 539,000	-	0.00%
Designated Trust	243,750	85,250	\$ (158,500)	-65.03%	\$ 85,250	-	0.00%
Student Government Trust	83,390	76,563	\$ (6,827)	-8.19%	\$ 76,563	-	0.00%
Cafeteria Trust	375,000	-	\$ (375,000)	-100.00%	\$ -	-	-
<b>Total Revenues</b>	<b>\$ 19,197,703</b>	<b>\$ 17,184,460</b>	<b>\$ (2,013,243)</b>	<b>-10.49%</b>	<b>\$ 18,261,217</b>	<b>\$ 1,076,767</b>	<b>6.27%</b>
<b>EXPENSES</b>							
State Appropriation	\$ 12,004,229	\$ 11,021,938	\$ (982,291)	-8.18%	\$ 12,133,233	\$ 1,111,295	10.08%
General Purpose Trust	6,350,926	5,490,872	\$ (860,054)	-13.54%	\$ 4,485,700	(1,005,172)	-18.31%
Lifelong Learning Trust	362,945	537,800	\$ 174,855	48.18%	\$ 537,800	-	0.00%
Designated Trust	151,343	69,003	\$ (82,340)	-54.41%	\$ 69,003	-	0.00%
Student Government Trust	68,260	64,847	\$ (3,413)	-5.00%	\$ 64,847	-	0.00%
Cafeteria Trust	260,000	-	\$ (260,000)	-100.00%	\$ -	-	-
<b>Total Expenses</b>	<b>\$ 19,197,703</b>	<b>\$ 17,184,460</b>	<b>\$ (2,013,243)</b>	<b>-10.49%</b>	<b>\$ 17,290,683</b>	<b>\$ 106,123</b>	<b>0.62%</b>
<b>NET</b>							
State Appropriation	\$ -	\$ -	\$ -		\$ -	\$ -	
General Purpose Trust	(222,537)	(29,163)	\$ 193,374		\$ 941,471	970,634	
Lifelong Learning Trust	-	1,200	\$ 1,200		\$ 1,200	-	
Designated Trust	92,407	16,247	\$ (76,160)		\$ 16,247	-	
Student Government Trust	15,130	11,716	\$ (3,414)		\$ 11,716	-	
Cafeteria Trust	115,000	-	\$ (115,000)		\$ -	-	
<b>Surplus / Deficit</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 970,634</b>	<b>\$ 970,634</b>	

Discussion ensued.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the Final FY20 Budget, including expenses in the amount of \$18,261,217, which are comprised of the following:

State Appropriation	\$ 12,133,233
General Purpose Trust Fund	\$ 5,456,334
Lifelong Learning Trust Fund	\$ 537,800
Designated Trust Fund	\$ 69,003
Student Government Trust Fund	\$ 64,847
Cafeteria Trust Fund	\$ 0



7. ADMINISTRATIVE ACTIONS

Executive Director of Human Resources, Melissa Loidice presented the March personnel actions.

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

8. OTHER BUSINESS

a. Old – None.

b. New – President Kennedy announced that BCC will have a Virtual Commencement again this year. It will take place on June 4<sup>th</sup> at 4:30pm. BCC is also working on a way to provide some type of in-person event, perhaps a drive-thru.

9. ADJOURNMENT

The meeting was adjourned at 5:58 PM. The next scheduled meeting will be held on April 27, 2021.

DATE: April 27, 2021

Respectfully submitted,

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

Approved:

  
\_\_\_\_\_  
Julia Bowen, Board Chair

4/30/2021  
\_\_\_\_\_  
Date