

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

1. **CONVENING**

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, April 27, 2021, remotely via Zoom. Chair Bowen called the meeting to order at 4:31 PM. Kim Brookman took the roll.

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

**ABSENT:** Trustees Crane, McCormick, and Mirante

**ALSO PRESENT:** From BCC's Executive Council: President, Ellen Kennedy; Interim Provost, Adam Klepetar; Vice President for Administration & Finance Wadsworth; Dean Lauren Goodman; Interim Dean Christina Wynn; Assistant to the President, Kim Brookman  
BCC Employees and Guests: Monica Bliss (student), Mike Hall (EMSI), Kelsey Jones, Kyla Mallory (EMSI), Matthew Martin, Celia Norcross, Laura Robison (EMSI), Geoff Tabor  
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 March 23, 2021 meeting.*

3. **PRESIDENT'S REPORT**

President Kennedy reported the following.

The ecology flag had flown continuously at BCC until the previous administration pulled the US out of the Paris Climate Agreement. On March 28, 2017 at 2 pm, a small group of the BCC campus community watched as our Security team lowered the ecology flag to half-staff. The flag has remained at half-staff for the past four years. With the new Biden administration rejoining the Paris Climate agreement, BCC's ecology flag was returned to full staff at a small ceremony on

this year's Earth Day on Thursday, April 22<sup>nd</sup> at 11 am. It was attended by current and former faculty, staff, students, alumni, and community members.

President Kennedy also talked about Governor Baker's visit to the Covid vaccination clinic at Paterson on April 22<sup>nd</sup>.

a. Employee Introductions (see attached list)

b. Student Spotlight – Monica Bliss

Geoff Tabor, Coordinator of Transfer Affairs/Articulation and Phi Theta Kappa Advisor was introduced by President Kennedy.

Mr. Tabor then spoke about and introduced Monica Bliss.

Monica is a theater and music major at BCC. She is also a mother, wife, opera singer, theater artist, and non-traditional student. She hopes to transfer to a four-year college as a theater major, and is passionate about preserving live theater as an art form. Monica believes that theater serves as an incredibly powerful tool of the people which can influence and change society. She also believes that theater reveals problems, and creates empathy which can resonate worldwide. Monica's goal is to lead a progressive theater company producing transformative work.

Monica is a Berkshire Honors Scholar; serves as PTK New England Region President, PTK Chapter President, SGA President, and PR Chair of the Massachusetts Student Advisory Council to the Board of Higher Education. Monica was one of 20 named, out of over 2,000 nominated, to the prestigious All-USA Academic Team, and received a \$5,000 scholarship. She was named a New Century Scholar (the only one in Massachusetts) from thousands of students nominated from more than 1200 students across the country. Monica will receive a \$2,200 scholarship for this award. Monica also won an Oberndorf Family Foundation Scholarship for International Officer Finalists.

Her interests also include writing, social justice, law, and politics.

c. EMSI Report

Interim Provost Adam Klepetar introduced Kyla Mallory and Mike Hall from EMSI. Kyla presented on the economic value of Berkshire Community College, an analysis of its economic impact and return on investment of education for the 2018-2019 fiscal year. The economic analysis measures how the institution affects the local economy. The investment analysis is a comparison of the costs and benefits to determine the return on investment.

- Credit students served = 2285
- Non-credit students served = 1941
- Total payroll/benefits = \$18.4 million
- Employees = 376
- Total tuition revenue = \$4.5 million

**Operations Spending Impact - College payroll and other spending + ripple effects**

- Added regional income = \$25.8 million
- Jobs supported in the region = 448

**Student Spending Impact - Retained student spending + ripple effects**

- Added regional income = \$1.8 million
- Jobs supported in the region = 35

**Alumni Impact - Higher alumni earnings and increased business profit + ripple effects**

- Added regional income = \$75.1 million
- Jobs supported in the region = 1193

**ECONOMIC IMPACT ANALYSIS**

**Total Impact**

- Total income added in the region = \$102.8 million
- Of region's GRP = 1.5%
- Total jobs supported in the region = 1675
- 1 out of 49 jobs in the region

**INVESTMENT ANALYSIS**

**Student Perspective**

- Benefit: Higher future earnings = \$60.2 million
- Cost: Tuition, supplies, opportunity cost = \$8.8 million
- Benefit/cost ratio = 6.8
- Rate of return = 33.2%

**Taxpayer Perspective**

- Benefit: Future tax revenue, government savings = \$14.6 million
- Cost: State funding = \$19 million
- Present value benefits for Massachusetts taxpayers from increased future tax revenue & government savings = \$14.6 million

**Social Perspective**

- Benefit: Future earnings, tax revenue, private savings = \$169.3 million
- Cost: All college and student costs = \$32.1 million
- Benefit/cost ratio = 5.3

A question was asked, "How does BCC compare to other Massachusetts community colleges?" Kyla from EMSI responded that BCC is in line with other community colleges. Mike from EMSI said that BCC's return on investment is one of the highest he's seen.

**d. Definition of Student Success and Equity/Facilitated Conversation**

Interim Provost Klepetar and Dean Norcross talked about student success.

## Student Success

### How do we define student success at BCC?

- Deciding to pursue educational goals (Enrollment)
- Classroom-based learning outcomes (Academics)
- Participation in the college community (Co-Curricular)
- Persisting with educational goals (Retention)
- Engaging with employers & organizations (Career & Community)
- Achieving educational goals (Completion)
- Evolving educational goals (Transfer)
- Aligning personal, professional, community values for continued self-development (Post-Graduate)

### Early Momentum Metrics

- Leading Indicators of student success
- Community College Research Center identified 13 First-Year Metrics to be predictive of completion with an accuracy of approximately 80%
- Potential for EMM's to reduce equity gaps
- Help colleges reframe and refocus reform efforts

EMM 1: Earned 6+ college credits in the first term

EMM 2: Earned 12+ college credits in the first term

EMM 3: Earned 15+ college credits in the first year

EMM 4: Earned 24+ college credits in the first year

EMM 5: Earned 30+ college credits in the first year

EMM 6: Completed college math in the first year

EMM 7: Completed college English in the first year

EMM 8: Completed college math and English in the first year

EMM 9: Persisted from the first term to the second term

EMM 10: College credit pass rate

EMM 11: Attempted 15+ credits (any level) in the first term

EMM 12: Attempted 30+ credits (any level) in the first year

EMM 13: Earned 9+ credits in subjects that are related to the major in the first year

Average number of EMMs satisfied

Dean Goodman talked about equity.

## Equity

### Working Toward a Shared Definition of Equity

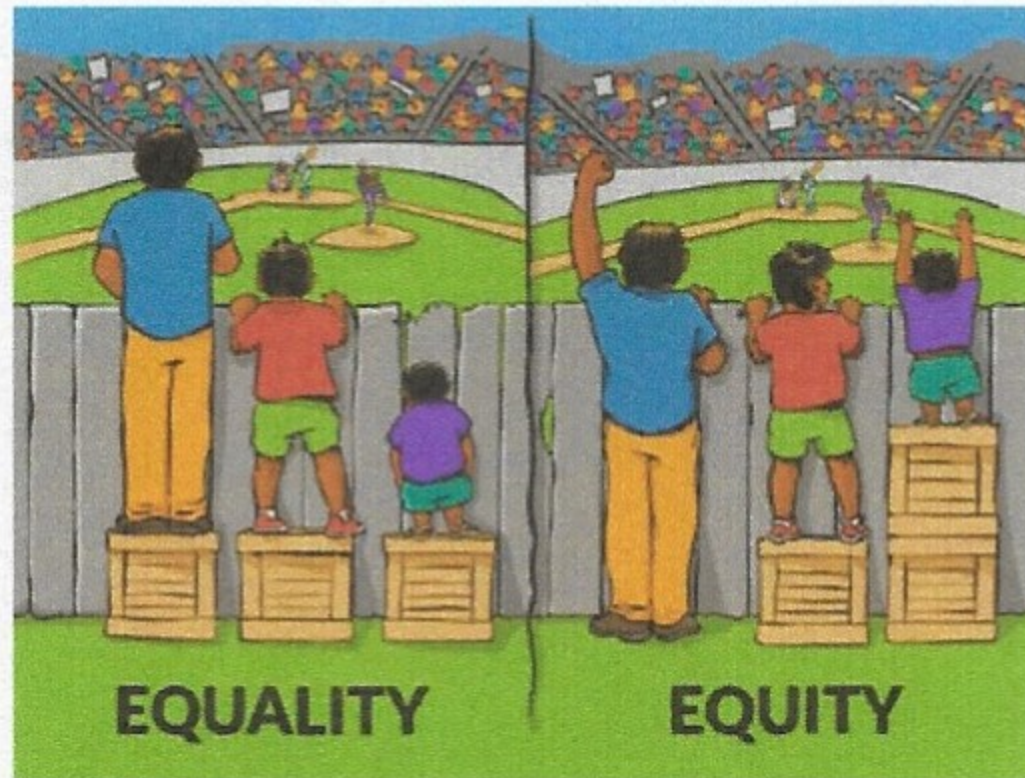


Image Credit: Interaction Institute for Social Change | Artist: Angus Maguire

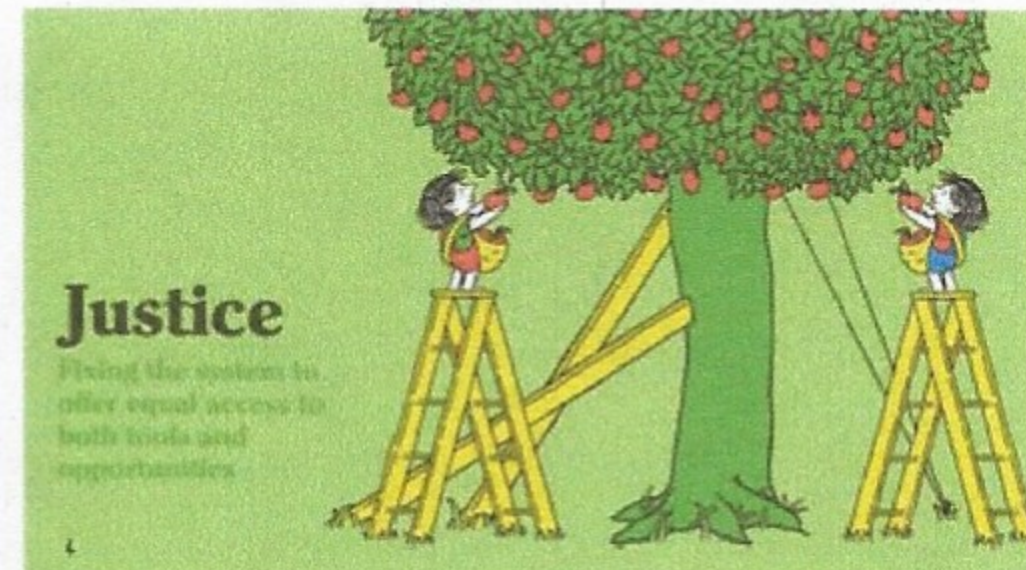
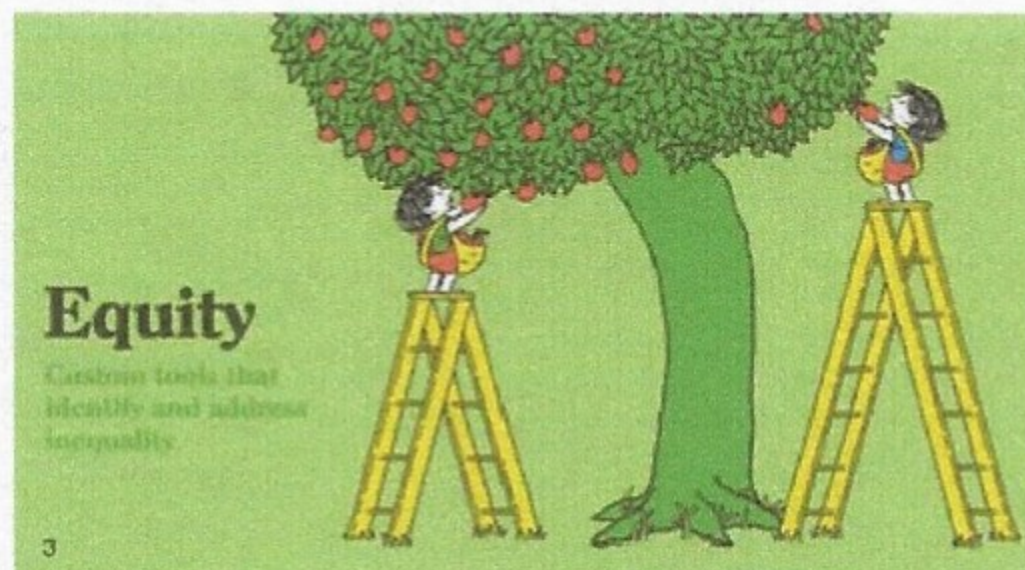
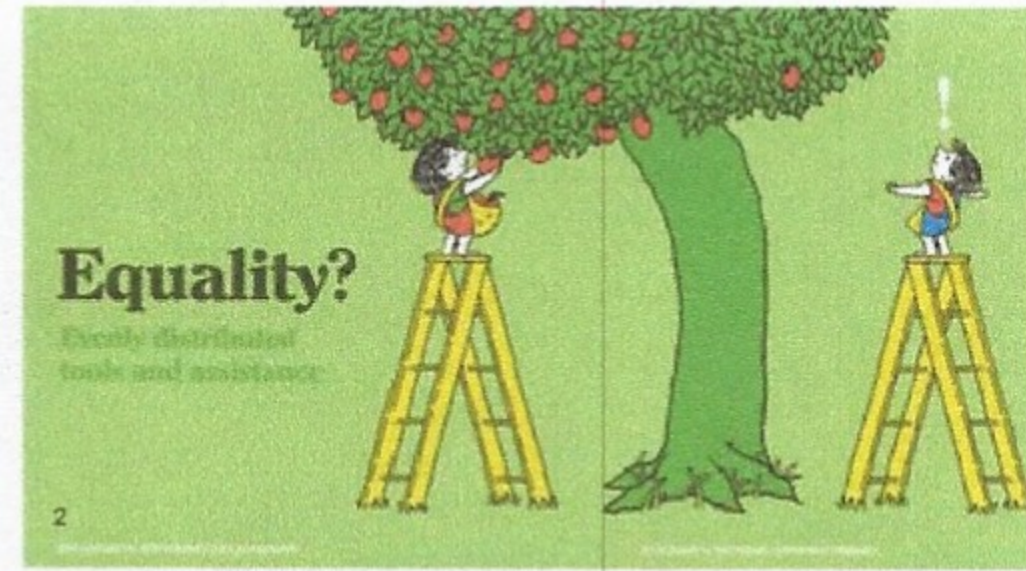
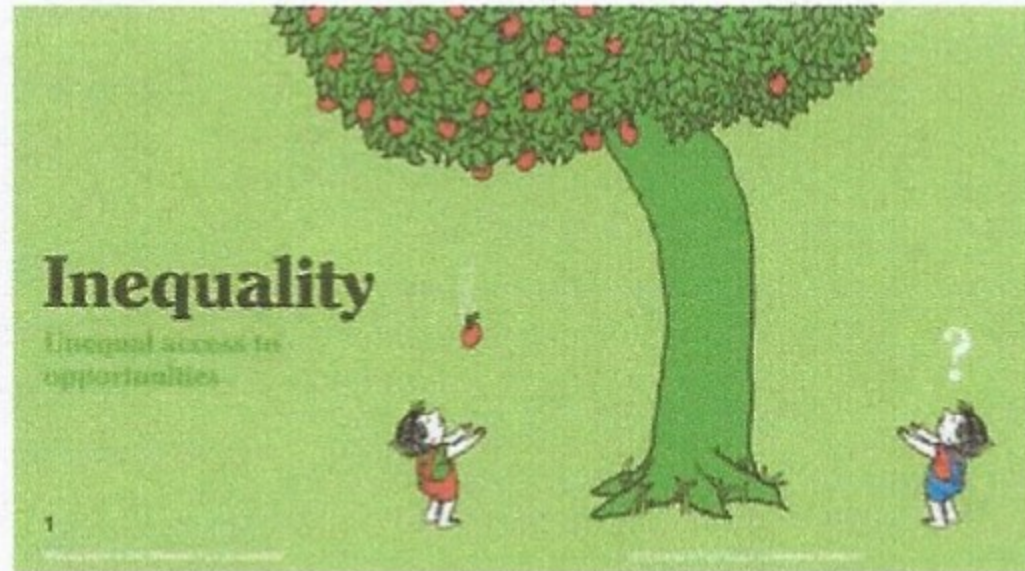


Image Credit: Tony Ruth for Design in Tech Report

From the BCC Board of Trustees perspective,

- What does student success look like?
- How do we define equity?
- How will we know we have met student success and equity goals?

The group was randomly divided into breakout rooms to discuss these questions and share their thoughts with the larger group.

**Breakout thoughts:**

- Anything that gets a student closer to their end goal
- Find what each student needs
- Check in with students to see how they're doing
- Access from different angles, meet students where they are
- Some people need more "boxes" than others
- We want to not only help the students but their families as well
- Each student's success can be different
- Get more students to the end
- Get more students enrolled and keep them

#### **4. STUDENT TRUSTEE REPORT**

Student Trustee Raul Villalobos reported the following.

- SGA has been reviewing and proposing some changes to the SGA Constitution. The idea is to give more students the opportunity to be involved in SGA.
- SGA is also working on a project called Shared Governance Structure which would benefit students, staff, faculty and administrators.
- Drs. DiThomas & Benjamin met with the SGA group to get a feedback regarding the Shared Governance Structure at BCC. SGA members Monica Bliss, Christina Briggs and Lindsay McCarthy are participating in the Shared Governance workgroup on campus.
- SGA created a blog which is live on the BCC's website.
- New elections for Student Trustee will be coming soon, for the Fall Semester.

#### **5. FOUNDATION TRUSTEE REPORT**

Trustee Kiely reported the following:

- Impact Report
  - Mailed out in October
  - Raised: \$21,021.00
  - Last year raised: \$29,278
    - Slight decrease due to Emergency Funding campaign where normal end of year donors gave earlier in the year to support our students.
- Alumni & Friends News 2021
  - In Mailboxes by mid-April, followed by Spring Appeal in May
- Scholarships/Awards Night
  - Foundation will give away approximately \$334,734
    - Increased from last year by about \$30,000
  - Awards Night with format and date is to be decided

## 6. ALUMNI TRUSTEE REPORT

Trustee Melissa Myers reported the following:

- Virtual Paint & Sip fundraiser thru Berkshire Paint & Sip 5/14/21 at 6 pm – participants can sign up on the Berkshire Paint & Sip website, a portion of the proceeds will benefit the Alumni Scholarship Fund.
- We are more than halfway to our endowed scholarship goal of \$10,000.
- Virtual Storytelling Hours will continue the last Thursday of every month at 3 pm (other than this month when it is this week instead)
- Daniel Dillon '62 Heart of Service Scholarship
  - We are grateful for the opportunity to establish this scholarship together with his family to honor his legacy and love for BCC and our students. The scholarship will support a student who mirrors Dan's commitment to serving others in our community and will first be awarded in 2022. Donations can be made through the BCC website.

## 7. SUBCOMMITTEE REPORTS

### a. Academic Planning

Interim Provost Klepetar reported on the Academic Planning Committee meeting that was held on April 22<sup>nd</sup>.

Accelerator to College Summer Program:

- Grant from MA Department of Elementary & Secondary Education (DESE) to MA Community Colleges
- Criteria for the program – free, on-ground, focus on math and English, advising support
- Audience for the program – 2021 Berkshire County high school graduates with a modified competency determination
- Purpose of the program – foundation of services to help students who may not otherwise attend college to successfully transition to college in the fall of 2021
- Boost your College Career at BCC July 12 – August 19 includes:
  - Assessment testing
  - Targeted math tutoring
  - College Reading course or English 101 with the co-requisite 090
  - BCC student mentor
  - Academic success programming
  - Recreational programming
  - Books
  - Financial Aid and Admissions support
  - Transportation support

#### American Association of Colleges & Universities (AAC&U) High Impact Practices Institute:

- AAC&U Mission emphasis on quality and equity
- High Impact Practices: Student Engagement, Retention, & Equity
- Purpose of the Institute
- Team from Student Affairs & Academic Affairs
- BCC's current use of high impact practices (HIPs)
- Goals for participation:
  - Deepen our understanding of direct and indirect assessment of student learning through high impact practices (HIPs)
  - Better understand equity focused practices in HIPs
  - Learn ways to effectively engage more faculty and staff in the use of HIPs so they become more institutionalized

#### Lab and Studio Spaces for the HBS Division

- Human Services Lab
  - Supports curriculum and program learning outcomes
  - Provides "safe" place to practice counseling skills before working in the field
  - Supports learning for some Psychology courses as well
  - Expands integration of technology into teaching and learning
- Music Program Recording Studio
  - Supports curriculum and program learning outcomes
  - Enhances the technological skills so our students are prepared for workforce
  - Supports learning in other programs (communication, theater, workforce development)
  - Enriches community engagement opportunities

#### Mission Relevant

All of these changes are consistent with and supportive of the College's mission and values. Specifically, these changes support the following components of our mission:

- Berkshire Community College (BCC) strives to place higher education within reach of all residents of Berkshire County and beyond.
- BCC provides quality programs that prepare students to enter or progress within the workforce and/or for transfer, while fostering a lifelong enthusiasm for learning.
- BCC provides leadership by furthering the engagement of our students in the community; by working collaboratively with civic leaders, organizations, and employers; and by serving as a center for diverse educational and cultural activities.



## Student Success

All of these initiatives are informed by data and best practices for improving student success. These include:

- Growth mind-set
- Deconstructing the “hidden curriculum” of higher education
- Holistic approach to student learning
- Active and Engaged learning
- Low-stakes opportunities to practice skills
- Collaborative Learning

## b. Finance

VP Wadsworth reviewed the 3<sup>rd</sup> Quarter Trust Fund Report (as follows) with the Board.

BERKSHIRE COMMUNITY COLLEGE  
ACTUAL VS. BUDGET  
For Nine Months Ending March 31, 2021

	FY21 - Actual YTD			FY21- Budget YE			Actual / Budget Variance	FY20 - 3/31/20 YTD		
	Revenue	Expense	Net	Revenue	Expense	Net		Revenue	Expense	Net
General Purpose Trust % of Budget	\$ 5,306,201 98%	\$ 3,792,127 69%	\$ 1,514,074	\$ 5,427,171	\$ 5,456,334	\$ (29,163)	\$ 1,543,237	\$ 5,902,105	\$ 4,931,109	\$ 970,996
Lifelong Learning Trust % of Budget	285,366 53%	136,821 25%	148,545	539,000	537,800	1,200	147,345	275,898	239,332	36,566
Designated Trust % of Budget	13,163 15%	20,005 29%	(6,842)	85,250	69,003	16,247	(23,089)	143,306	59,524	83,782
Student Government Trust % of Budget	15,355 20%	9,500 15%	5,855	76,563	64,847	11,716	(5,861)	75,724	37,915	37,809
Cafeteria Trust % of Budget	1,126 0%	- 0%	1,126	-	-	-	1,126	256,559	185,267	71,292
Totals - Trust Funds % of Budget	\$ 5,621,211 92%	\$ 3,958,463 65%	\$ 1,662,758	\$ 6,127,984	\$ 6,127,984	\$ -	\$ 1,662,758	\$ 6,663,592	\$ 5,453,147	\$ 1,200,445
State Appropriations % of Budget	7,612,679 63%	7,612,679 63%	-	12,133,233	12,133,233	-	-	7,697,059	7,697,059	-
Totals % of Budget	\$ 13,233,890 72%	\$ 11,571,132 63%	\$ 1,662,758	\$ 18,261,217	\$ 18,261,217	\$ -	\$ 1,662,758	\$ 14,350,651	\$ 13,150,206	\$ 1,200,445

BERKSHIRE COMMUNITY COLLEGE  
 Payments Greater Than Or Equal To \$100,000  
 Fiscal Year 2021  
 For Nine Months Ending March 31, 2021

Check Number	Check Date	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Check Amount	Description
173693	7/14/20	76685	CDW	Multiple	7/14/20	Multiple	123,707.80	Computers
173705	7/14/20	73695	Valley Communications Systems	V0198921	7/14/20	B0007540	157,431.54	Security upgrades
174368	9/24/20	50775	Ellucian, Inc.	V0199837	9/24/20	P0019009	294,756.00	Operating System Licenses & Maintenance
TRF0372	7/10/20	50544	Commonwealth of Massachusetts	V0198929	7/10/20	-	171,290.00	Payroll Advance
TRF0374	8/21/20	50544	Commonwealth of Massachusetts	V0199504	8/21/20	-	340,765.00	Payroll Advance
TRF0375	9/18/20	50544	Commonwealth of Massachusetts	V0199811	9/18/20	-	245,547.00	Payroll Advance
175871	12/10/20	50694	Follett	V0201551	12/10/20	-	107,359.38	Financial Aid Bookstore Charges
TRF0377	10/9/20	50544	Commonwealth of Massachusetts	V0200868	10/9/20	-	312,987.00	Payroll Advance & Chargebacks
TRF0378	11/13/20	50544	Commonwealth of Massachusetts	V0201373	11/13/20	-	195,056.00	Payroll Advance & Chargebacks
TRF0379	12/11/21	50544	Commonwealth of Massachusetts	V0201627	11/13/20	-	258,585.00	Payroll Advance & Chargebacks

BERKSHIRE COMMUNITY COLLEGE  
 Payments Greater Than Or Equal To \$100,000  
 Fiscal Year 2021  
 For Nine Months Ending March 31, 2021

Check Number	Check Date	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Check Amount	Description
TRF0380	01/08/21	50544	Commonwealth of Massachusetts	V0201824	01/08/21	-	285,370.00	Payroll Advance & Chargebacks
TRF0381	01/25/21	50544	Commonwealth of Massachusetts	V0202103	01/25/21	-	250,000.00	Payroll Advance & Chargebacks
176181	01/29/21	74486	Bunker Hill Community College	V0201977	01/29/21	-	128,542.00	Legal Support
TRF0382	02/19/21	50544	Commonwealth of Massachusetts	V0202334	02/19/21	-	307,278.00	Payroll Advance

BERKSHIRE COMMUNITY COLLEGE  
Cash Report  
03/31/21

DESCRIPTION		CURRENT MTD	RATE OF RETURN	CURRENT YTD	FY21 PROJECTED	PRIOR YEAR YTD
<b>Cash</b>						
- Money Market Account, Berkshire Bank	5,331,396	1,150	0.25%	11,652	15,540	18,736
- Money Market Account, Greylock Federal Credit Union	676,740	230	0.40%	2,151	2,870	3,692
- Debit Card Account, Berkshire Bank	2,500	-	0.00%	-	-	-
- Workshop Account, Berkshire Bank	205,253	-	0.00%	-	-	-
- A/P Clearing Account, Berkshire Bank	14	14	0.05%	88	120	91
- All College Trust Account, Berkshire Bank	192,844	2	0.05%	47	60	53
- Scholarship Account, Berkshire Bank	81,000	7	0.10%	62	80	66
<b>Totals</b>	<b>6,489,747</b>	<b>1,404</b>		<b>14,001</b>	<b>18,670</b>	<b>22,638</b>

BERKSHIRE COMMUNITY COLLEGE  
Investment Report  
03/31/21

Long-Term Investments:

Common Stock	Symbol	# Of Shares	Price 3/31/21	Market Value	Book Value	Gain (Loss)	DIVIDENDS		
							CURRENT YTD	FY21 PROJECTED	PRIOR YEAR
AT&T	T	3.000	\$ 30.27	\$ 90.81	\$ 90.69	\$ 0.12	\$ 4.68	\$ 6.24	\$ 6.18
AT&T	T	2,203.910	30.27	\$ 66,712.36	\$ 66,624.12	\$ 88.24			
Add Dividends:									
	8/1/20	38.579	30.27	1,167.79	1,139.13	28.66	1,139.13	1,139.13	1,054.30
	11/1/20	43.054	30.27	1,303.24	1,158.69	144.55	1,158.69	1,159.00	1,070.27
	2/1/21	40.692	30.27	1,231.73	1,181.38	50.35	1,181.38	1,181.38	1,105.66
	5/1/21							1,191.00	1,120.38
<b>Totals - AT&amp;T Common</b>		<b>2,326.23</b>	<b>\$ 30.27</b>	<b>\$ 70,415.12</b>	<b>\$ 70,103.32</b>	<b>\$ 311.80</b>			
<b>Grand Totals</b>				<b>\$ 70,505.94</b>	<b>\$ 70,194.01</b>	<b>\$ 311.92</b>	<b>\$ 3,483.88</b>	<b>\$ 4,676.75</b>	<b>\$ 4,356.79</b>

*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 March 31, 2021.*

VP Wadsworth spoke a bit about the FY22 budget process. She and Comptroller Saviski have been meeting with department heads to go over their budgetary asks. The preliminary budget will be created based on the asks and needs gleaned from these meetings.

The VP then talked about projects that are taking place on campus.

- One Stop (Capital Project)
- Boland Handrail Project
- HVAC system at Paterson
- Tree Removal Project
- Hoffman Boiler Project
- Maker Space Project
- Culinary Kitchen Project
- Nursing Lab Project
- Recording Studio Project
- Math Lab Project

The VP ended by giving COVID-19 and CARES Fund updates.

So far, 25,000 people have come through vaccine clinics at Paterson. Comptroller Saviski has been keeping track of the costs to the college for these clinics. BCC will be reimbursed 100% through FEMA/MEMA.

CARES Funds:

- HERFF I
  - Student award = \$526,072
  - Institutional award = \$526,071
- HERFF II
  - Student award = \$526,072
  - Institutional award = \$1.7 million
- HERFF III
  - Student award = \$1.9 million
  - Institutional award = \$1.9 million

## 8. ADMINISTRATIVE ACTIONS

President Kennedy presented the April personnel actions.

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

## 9. OTHER BUSINESS

a. **Old** – None.

b. **New** – Chair Bowen asked for nominations for an interim Vice Chair. This trustee will fill the seat until the annual meeting on June 1<sup>st</sup>, at which time, the Vice Chair seat will be filled for the upcoming fiscal year. Trustee Rodowicz nominated Trustee Zaffanella.

*Upon a motion duly made and seconded, it was VOTED unanimously, by roll call vote, to approve Carlo Zaffanella as Vice Chair until the annual meeting on June 1<sup>st</sup>.*

Chair Bowen then asked for volunteers to be on the Nomination Committee for the new Vice Chair. Trustees Chacon and Kiely volunteered.

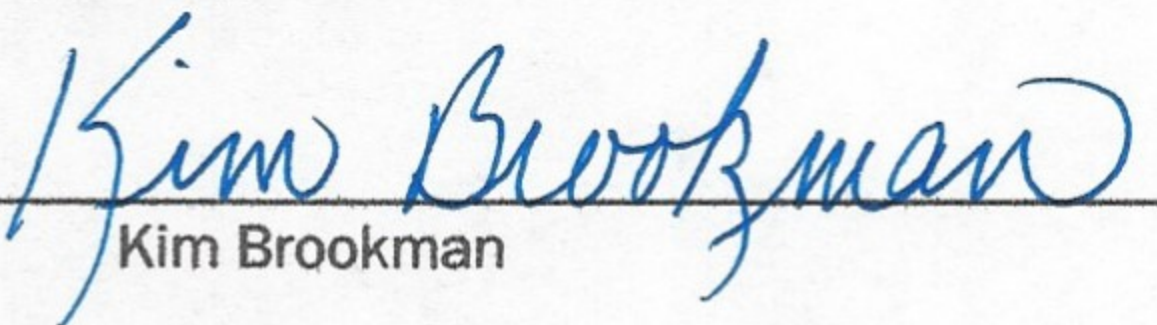
Chair Bowen informed the Board that the Human Resources Committee would be meeting soon to prepare President Kennedy's and the Board's evaluations. A survey will go out soon for the Board members to complete.

The Chair said she was looking at having a Board Retreat in late summer or early fall.

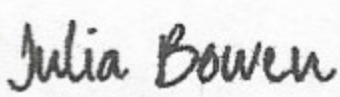
10. ADJOURNMENT

The meeting was adjourned at 6:06 PM. The next scheduled meeting will be held on June 1, 2021.

Respectfully submitted,

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

Approved:

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

6/15/2021  
\_\_\_\_\_  
Date