



**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING
March 24, 2020**

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, March 24, 2020, remotely through Zoom. Vice Chair Bowen called the meeting to order at 5:00 PM. Kim Brookman took the roll.

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

ABSENT: Chair Rodowicz, Trustee Crane and Student Trustee Costello

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice President Berne; HR Director Liodice; Assistant to the President, Kim Brookman
BCC Employees and Guests: Matt Noyes (Mass Dept of Higher Ed), June Tooley, Addie VanDeurzen, Christina Wynn
Press: Jonathan Levine (Pittsfield Gazette), Jen Smith (Berkshire Eagle), Pittsfield City TV (PCTV)

2. PRESIDENT'S REPORT

a. Update on Campus Response to Covid-19

What we are focused on:

- Safety & Security – being sure everyone is safe
- COOP – COOP (Continuity of Operation Plan) Group is meeting by Zoom every morning at 9 AM
- Access – for students, faculty, staff
- Needs – collecting lists of what people need to continue doing their work

- Spring break was extended for students by one week.
- Face-to-face classes are moving to remote learning as of March 30.
- The campus will be in remote work mode until May 4.

Impact & Efforts

Adam Klepetar, Vice President for Student Affairs & Enrollment Management reported on Students.

- Working with Students
 - Extending the withdrawal date for this semester
 - Providing a list of resources to students
 - Campus Cupboard is open M-F from 9-5
 - Personal Counseling and Disability Services are still available
 - Enrollment Services open
 - Asking folks to call

- Communicating with Students
 - Email
 - Social media
 - Website
 - Hotline number
 - Student Town Hall meeting via Zoom with President Kennedy
 - March 25 at 8am
 - March 26 at 5pm
 - March 31 at noon

Trustee Zaffanella asked if students have the equipment that they need. VP Klepetar announced that the college is loaning computers to students who need them.

Jennifer Berne, Vice President for Academic Affairs reported on Faculty/Academics.

Spring break was not actually extended; face-to-face classes have just been delayed a week. The big focus this week has been on faculty and teaching. Faculty have been working this (delay) week with our instructional designers to prepare for remote teaching. We are trying to meet faculty where they are, from low tech to high tech, and getting them what they need. Next week's focus will be preparing students to learn remotely by servicing students with tutoring support, technology support, and other services and needs emerge. Outcomes are the main focus for the semester.

- Resources for BCC Faculty
 - Access to technology
 - Keep Teaching @ BCC website
 - Video Tutorials
 - Individual Consultations
 - Email
 - Phone
 - Zoom
 - In-Person (if possible)
 - Group Sessions/Webinars
 - Each Other

- Center for Teaching and Learning Innovation Scheduling Page
 - Keep Teaching at BCC
 - <http://blogs.berkshirecc.edu/keep-teaching/>
 - Moodle Consultation
 - Teaching Strategies Consultation
 - Quick Consultation

Vice Chair Bowen commented on the fabulous turn around the college had made for teaching to continue. She asked if there were any classes that don't work well remotely, for example science labs and drama. VP Berne explained that all full-time faculty already had some online presence and that faculty would be using Zoom, videos, and simulation platforms, among other modes of teaching. The college has purchased virtual simulation for nursing students to complete their clinicals.

President Ellen Kennedy reported on Employees.

“We are all learning so quickly, especially faculty.”

- Communication
 - Daily ZOOM Town Halls (132 ZOOM'ers participated in today's Zoom meeting)
 - Email
 - Supervisors in contact with staff
 - COOP daily Zoom meeting (email covid19@berkshirecc.edu)
 - Executive Council are talking almost every night
 - Social Media
 - Website (resources for students on the home page banner)
- Some employees working on campus (Social Distancing)
 - Support for distance learning
 - Information technology
 - Security
 - Facilities
- Remote Work Plans
 - Resources to support this (VPN, computers, other technology)
 - Locally developed “help” videos to learn unfamiliar technology
 - Built list of thought-starters and professional development links
 - Encouraged sharing with each other
 - Each staff member developed a plan

This is a good time to focus on things we haven't been able to. We can use this time to learn. Human Resources has professional development modules that employees can access, as one example.

Two employees have been tested for the virus and both came back negative.

Vice Chair Bowen said she was unbelievably impressed by all that's been done, and is being done, and by the commitment to a collaborative learning environment. She asked if there was anything that the Board could do to help. President Kennedy responded by

saying that she would like to know if any of the trustees hear of any concerns about the college that should be addressed.

A question was raised regarding grades and whether they would be affected, will courses be pass/fail or will students be assessed as usual. VP Berne replied, that assessing would be done differently because the teaching and learning is being done differently but grades will not be pass/fail; students will be earning a grade. VP Klepetar commented that learning outcomes are still the same.

Trustee Casper said she was overwhelmed with how much has been done in such a short time, also commenting that this was a valuable lesson and much goodwill would come out of it.

Trustee Chacon asked if the college was helping students with needed resources. President Kennedy said the college was looking at all the student needs and connecting them with services. VP Berne added that the college was loaning laptops to students who needed them. VP Klepetar provided the group with the resources link.

<https://www.berkshirecc.edu/news-events/2020/covid19resources.php>

President Kennedy stated that the college was spending the money that needs to be spent to ensure students can finish this semester and that faculty have the resources they need to teach.

Trustee Chacon also asked if commencement was going to take place. President Kennedy said that was undetermined at this time.

President Kennedy recounted a quote VP Berne had made at a college meeting regarding our students. "I couldn't be at BCC but BCC was with me." We want to be there for our students and faculty. The real heroes are the first responders, medical personnel and law enforcement, and, many of them began at a community college.

3. OTHER BUSINESS

- a. Old – None.
- b. New – Motion for Emergency Delegation of Authority

On March 10th, Governor Baker declared a state of emergency for the Commonwealth of Massachusetts during the COVID-19 outbreak. It is essential to the operation of the institution that the President have the authority to approve necessary full-time appointments, emeriti recommendations, reappointments and tenure recommendations, as well as grants and contracts if the Board of Trustees is unable to meet.

Any approvals conducted under this delegation of authority would be reported to the Board of Trustees at their next regularly scheduled meeting.

Trustee Zaffanella asked if this is being adopted at the other colleges across Massachusetts. President Kennedy remarked that some had already put this in place and the others are doing it now. Ken Tashjy, from General Counsel, is suggesting that all colleges adopt this measure to ensure decisions can be made if the Board is not able to meet or if there is not a quorum.

Upon a motion duly made and seconded, it was VOTED unanimously, by rollcall vote, to designate emergency delegation of Board Authority to President Ellen Kennedy to appoint new full-time employees to existing vacancies, approve emeritus status recommendations, approve reappointments and tenure, and approve grants and contracts for the remainder of the academic year.

President Kennedy shared with the Board that she received a letter from the NECHE Commission commending Berkshire Community College for its well-developed and candid self-study and BCC was continued in accreditation. There will be a 2-year report and 5-year review. She will share the letter with the Board by email. The letter will also be posted on the college website.

President Kennedy acknowledged Matt Noyes, Director of Trustee and Government Relations for the Department of Higher Education and asked him to say a few words. Mr. Noyes exclaimed that these are very unusual times we are in and we are all feeling our way through. It's an incredible strain on all our institutions and we are hoping that everything is back to normal as soon as possible. Mr. Noyes will be joining future meetings through Zoom.

President Kennedy told the Board that the community college presidents speak every day at 4PM about issues and how they are dealing with them. It's a great network to have through this process.

4. **ADJOURNMENT**

The meeting was adjourned at 6:01 PM. The next scheduled meeting will be held on April 28, 2020.

DATE: April 28, 2020

Respectfully submitted,

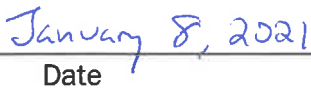


Kim Brookman

Approved:



Darlene Rodowicz, Board Chair



Date