



(ATTACHMENT I)

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS
BOARD OF TRUSTEES
MINUTES
December 1, 2020**

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, December 1, 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 Liodice; Assistant to the President, Kim Brookman
BCC Employees and Guests: George Ambriz, Nicole Cerda, Jennifer Charbonneau, Laurie Gordy, Sean Grady, Christine Kiernan, Jeremy LaCrosse, Lori Moon, Celia Norcross, Maureen Peterson, Kara Potter, Mike Sharp, Margaret Stephenson, Ann Stevens
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 October 6, 2020 meeting.

3. PRESIDENT'S REPORT

- a. Employee Introductions (see attached list)

b. Enrollment Update – Mike Sharp

Interim Dean of Enrollment, Mike Sharp reported the following:

Enrollment is down 25% for Spring

Fall 2020 Enrollment Overall by Race/Ethnicity

- White:
 - Did Not Register: 52%
 - Registered/Withdrew: 6%
 - Registered/Attended: 42%

- Latinx:
 - Did Not Register: 45%
 - Registered/Withdrew: 6%
 - Registered/Attended: 52%

- Black or African American:
 - Did Not Register: 66%
 - Registered/Withdrew: 6%
 - Registered/Attended: 28%

The college is most interested in finding out why students applied but never came.

Currently, BCC students have many points of communication. The future One Stop will more efficient and simpler to maneuver for students.

c. Dashboard Data Dive – Margaret Stephenson, Jeremy LaCrosse

Director if Institutional Effectiveness (IE), Margaret Stephenson lead the presentation with the following:

- Tableau is a data visualization tool, and the visualizations are created in the form of dashboards and workbooks.
- Tableau was selected by DHE (Department of Higher Education) in early 2018 and launched in early 2019 as a way to communicate information to colleges, and to the public.
- Since that time some colleges have adopted Tableau to communicate, in-house institutional non-public facing data.

Margaret Stephenson and Jeremy LaCrosse (Research Analyst in IE) gave a demonstration in the Tableau database of both the BCC data and the DHE data.

d. DHE (Department of Higher Education) Training Discussion

Trustees discussed the training that is now being required by DHE for all trustees. It was mentioned that the financial session was a bit too detailed. Sessions in general had a lot of good information, very robust, well delivered and definitely worthwhile.

4. ALUMNI TRUSTEE REPORT

Melissa Myers reported the following:

- Mask sale featuring BCC's 60th anniversary is beginning soon - \$10 each
- Annual appeal is in progress offering an opportunity to contribute to the Alumni Board Scholarship
- Thursday Storytelling Hour will feature a special on "The Road to Civil Rights" and will be continued monthly throughout the next year
- A series of cooking demonstrations featuring Latinx cuisine have been published
- A Board Development Training session is in the planning stages for next year

5. SUBCOMMITTEE REPORTS

a. **Academic Planning**

Interim Provost Klepetar presented three new programs: Mechatronics, Entrepreneurship, and Studio Art. See attached descriptions.

Upon a motion duly made and seconded, it was VOTED unanimously, by roll call vote, to approve the Mechatronics, Entrepreneurship, and Studio Art Programs, as presented.

b. **Finance (Pete Mirante)**

Trustee Mirante asked VP Wadsworth to present the 1st Quarter Trust Fund Report.

VP Wadsworth presented the 1st Quarter Trust Fund Report, explaining that expenses are lower than normal due to less expenditures and the addition of the GEERS and CARES Funds.

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 September 30, 2020.

6. ADMINISTRATIVE ACTIONS

Melissa Loiodice presented the December personnel items.

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

7. OTHER BUSINESS

- a. **Old** – None.
- b. **New** – None.

8. **ADJOURNMENT**

The meeting was adjourned at 5:56 PM. The next scheduled meeting will be held on January 27, 2021.

DATE: January 27, 2021

Respectfully submitted,




Kim Brookman

Approved:



Darlene Rodowicz, Board Chair



Date



(ATTACHMENT II)

BOARD OF TRUSTEES

Tuesday, December 1, 2020

Employee Introductions

Advising – George Ambriz

- Advising

Shelly Armstrong, Academic Counselor

Human Resources – Melissa Loiodice

- Human Resources

Ann Stevens, Employee Services Coordinator

Nursing – Lori Moon

- Nursing

Kelley Alibozek, Assistant Professor of Nursing

Nicole Cerde, Assistant Professor of Nursing

Jennifer Charbonneau, Assistant Professor of Nursing

Christine Kiernan, Assistant Professor of Nursing

Kara Potter, Assistant Professor of Nursing