



**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING
January 28, 2020**

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, January 28, 2020, in G12 of the Susan B. Anthony Student Center. Chair Rodowicz called the meeting to order at 4:31 PM.

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

ABSENT: Trustees Crane, Zaffanella, and Student Trustee Costello

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Vice President Berne; HR Director Loiodice; Assistant to the President, Kim Brookman
BCC Employees and Guests: George Ambriz, Maryann Carnes, Lori Moon, Amanda Osgood, Ellis Richardson, Christian Tenczar, Christina Wynn
Press: David Wyatt (PCTV)

2. APPROVAL OF THE MINUTES

Upon a motion duly made and seconded, it was VOTED unanimously to approve the minutes of the October 8, 2019 meeting.

3. PRESIDENT'S REPORT

a. New Employee Introductions

Vice President Berne introduced Maryann Carnes (Nursing Faculty), Amanda Osgood (Nursing Faculty), and Lori Moon (Interim Dean of Nursing) to the Board.

b. NECHE Update

President Kennedy gave the Board a brief update on the strengths and concerns in the NECHE visiting team's final report.

Strengths:

1. In all of the committee's interactions with the campus and community, it was obvious that Berkshire Community College is student centered.
2. The College has invested considerable time and effort planning for the future. The 2014-2019 strategic plan and its successful efforts to address declining enrollments establishes a solid base for future growth and development.
3. The infrastructure of the College has seen significant modification and improvement including the renovation of the Hawthorne and Melville Classroom buildings. This, combined with future plans for the campus library, have added needed common and instructional spaces. The team was impressed with the care and maintenance of the facilities and the pride students and employees have for their campus.
4. The College has maintained a positive financial position while facing declining enrollments and flat state funding.
5. The Berkshire Community College Foundation is a strong supporter of the College, which chiefly provides scholarships to students. Foundation members volunteer their individual time, expertise and support to the College.

Concerns:

1. In some cases, courses that have the same title and course number may not have common course learning outcomes. This difference was noted in courses that run during the day compared to the same course offered in the evening that is more likely to be taught by and adjunct faculty member. It would benefit students to have clearly defined course outcomes for common courses of the same title and number regardless of whether the instructor is full-time faculty or adjunct.
2. The College has made important steps forward in its efforts to utilize the data they are gathering to enhance institutional effectiveness. That being said, the communication of the data being gathered, and the processes being used to determine the data to be gathered would benefit from additional review.
3. The College has been effective in managing its budget in times of declining tuition revenue. However, understanding the budget and the decisions that are associated with it could be enhanced if the process to develop the budget was more inclusive and open.
4. Campus committees would benefit from having clearly defined roles and responsibilities.
5. The College lacks clear processes and procedures that will continue the professional growth and development of its faculty and staff. The Human Resources Department would benefit from developing processes, procedures and training for the campus community utilizing technology.

President Kennedy will be going before the NECHE Board on March 6th to hear its findings.

c. Enrollment Update

Christina Wynn, Dean of Enrollment Management, spoke to the Board about enrollment. Enrollment at BCC, as with most of the other Massachusetts community colleges, declined from the fall to the spring semester. While retention rates have remained consistent from year to year at around 55% there is more work to be done to support student persistence. In the coming weeks, the Enrollment Team will be analyzing data to assess opportunities for strategic interventions.

Year to Year Comparison

Total

- Headcount behind by 75 students (-5%) and FTE is behind by 75 (-9%)

Day

- Headcount behind by 50 (-5%) and day FTE is behind by 46 (-8%)

Evening/Online

- Headcount behind by 35 (-4%) while FTE is behind by 29 (-11%)

One area of concern is education completion, when reviewing the chart column “Never Enrolled Anywhere.”

Semester	Not Enrolled at BCC	No Immediate Enrollment (that FA)	%	Never Enrolled Anywhere	%	# eventually attending BCC	%
2015FA	429	361	84.10%	204	47.60%	110	25.60%
2016FA	558	418	74.90%	248	44.40%	140	25.10%
2017FA	605	455	75.20%	329	54.40%	97	16.00%
2018FA	466	357	76.60%	282	60.50%	60	12.90%
2019FA	863	611	70.80%	611	70.80%	-	-
Total	2921	2202	75.40%	1674	57.30%	407	19.80%

d. Review of College Mission Statement

President Kennedy reviewed the College’s mission statement, explaining that the Board will be involved in the strategic planning process, at which time the mission statement will be reviewed and updated as needed.

Berkshire Community College (BCC) strives to place higher education within reach of all residents of Berkshire County and beyond. BCC is committed to access, academic excellence, student success, and leadership in the community.

- BCC helps students overcome financial, physical, and/or social barriers and welcomes them into a college environment of academic excellence.
- 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 the resources and services students need to be successful, to meet our academic standards, and to achieve their personal and professional goals.
- 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.

e. Data to Information to Knowledge

President Kennedy led a discussion around the data that can be viewed on the Massachusetts Board of Higher Education’s website, Performance Measurement Reporting System (PMRS). This data examines the performance of each of Massachusetts’ community colleges and state universities on a set of key indicators focused on Access & Affordability, Student Success & Completion, Workforce Alignment and Fiscal Stewardship with attention to equity gaps for underserved students.

The site (www.mass.edu/pmrs) was projected on the screen in order to view some of the data from each of the major categories. President Kennedy encouraged board members to dig in and review the data on their own.

On a different subject, President Kennedy asked Director of Safety & Security Ellis Richardson to update the Board on an incident that occurred the day before (January 27th). Security received a phone call from an unidentified male around 9:30 in the morning stating that a female was coming to campus with a weapon. State and local law enforcement were called and an investigation began. By 1 PM, it was confirmed that this information was invalid.

4. STUDENT TRUST REPORT

No report.

5. FOUNDATION BOARD TRUSTEE REPORT

Trustee Lori Kiely reported the following:

We had major college updates:

- NECHE
- MassBorn
- Strategic Plan
- Library Renovation
- TRIO Facility Renovation

Assets are growing, turf field funds are evening out. We are on track to be on budget.

Investments are up – doing well as compared to benchmark. The portfolio was recently rebalanced.

Harvest Run raised \$29,000, which is great. Berkshire Health Care was very pleased – 141 runners of which 76 were high school students who were able to run for free. It was a great day overall.

40 Under Forty nominations are in and the office is working on securing sponsorships.

The Impact Report has been completed.

In 2020, we will be celebrating the 60th anniversary of the College. They will be planning a variety of events and activities, kicking it off with commencement and will include two major events. 1) In September, Bring the College to the People, where it all began in the Common in Pittsfield. It will be an outdoor festival showcasing the college's programs. 2) There will also be a gala event in October. They are working on the details. Additionally, for the month of June Framework will feature Alumni and Friends stories. So, all events through the fall semester will align with the 60th anniversary celebration.

6. ALUMNI TRUSTEE REPORT

Trustee Melissa Myers reported the following:

- We are continuing our new board member recruiting efforts.

- Our shared drive for document storage and sharing has been launched.
- The Alumni Board continues to work on 2020 event planning, including representatives partnering to help with the College's 60th Anniversary Planning Committee.
- Shela Levante gave an excellent endowment/fundraising presentation at a recent meeting.
- The Alumni Board holiday party occurred in January 2020 and a good time was had by all.
- Beginning to work on planning the spring meeting/elections.
- The Board is scheduled for its first ever board development training in February.
- December events included a party at The Olde Forge and the Holiday Stroll in Great Barrington at the South County Campus.
- Upcoming events: 1/31 FREE Norman Rockwell Tour, 2/27 FREE Alumni Trivia Night at Shire Breu-Hous, 3/16 FREE Meet Up at Bright Ideas Brewing Company in North Adams

7. SUBCOMMITTEE REPORTS

a. Academic Planning

Trustee Lori Kiely reported the following:

Credit and non-credit are now both under Academic Affairs, the committee meeting format is slightly different with all reports coming from one area.

Nursing Update:

Both the ADN and LPN programs were reviewed at the same time in October. We got extremely positive feedback from reviewers who were pleased with the SEP (systematic evaluation plan) which was the biggest concern from their prior visit. The official decision of the board was as we expected, the program came off warning status. We have re-opened enrollment to fill out our ADN class.

New faculty to fill open positions:

Grants:

- STEM Starter
- Perkins Grant - new position around case management to support students that enroll, in addition, the new position will include creating a program helping high school students take their prerequisites in nursing or other health careers while they are still in high school
- Train -Culinary/Hospitality

The best use of grant funding is to spur innovation rather than use it for core operation items that should be coming from the college budget. The hope is to create something new that is successful and can be eventually incorporated into the college budget.

High school partnerships:

Berkshire County guidance counselors were on campus recently for breakfast and an informative presentation hosted by the Enrollment Services team. The College is working diligently with most of the bigger districts to make sure that every Berkshire County high school student has the opportunity to leave high school with 15 credits paid for and on their transcripts. The research shows that students that leave high school with college credits are more likely to complete. While we aren't aware of any barriers for our high schools, some schools are more open to these courses than others. Some of the courses we offer are: Intro to Composition 101 and 102, Statistics, Biology 150, an Early Childhood Education class, Accounting, and Personal Finance. High school teachers have to be qualified to the same degree as our adjuncts with a master's degree.

New positions in Academic Affairs:

- Instructional Designer – this person will work with our faculty to create high quality online content so that students can access all course content and assignment information online and class time can be used working with and discussing that content. The Instructional Designer would work with individuals and departments and will report to Lauren Goodman, the Dean of Teaching & Learning Innovation. In support of this new position, Academic Affairs will be creating a teaching innovations lab with high quality technology where the designer will be able to work with faculty. This position is full-time for one year.
- Data Analyst – In anticipation that MassBORN would want us to have help and a plan in order to sustain all of the good changes we are making, we are hiring this analyst to be embedded in our Nursing, PTA, and other allied health programs. This person will be a nurse/statistician and will help faculty understand and work with data. This is also a one-year position but falls under the AFSCME area.

Library Updates:

Migration to a new library information system is underway and in support of this we are getting a new circulation desk. More than a desk, this encompasses new library technology and will improve the look of the library. This will be part of other improvements including repainting and new carpeting that will give the library a face lift that will make it look as contemporary as the Tutoring Center and the Digital Commons. In addition, we are adding a refreshment bar that will serve coffee and light refreshments after 2p. With the retirement of one of the circulation staff members, we will hire the new person to do book checkouts and man the food/coffee station

Early Childhood Lab:

All of the equipment in our new lab was bought with a grant and kept in storage for more than a year until we identified this new space. We were able to repurpose this room for very little investment. High school students coming into the program will now have a visual representation of a classroom and the ability to model best practices.

Tutoring Space:

Data shows our tutoring has increased 50% for both our peer and community tutors. The scheduling for tutoring sessions is now all online which has also helped to increase participation.

New Division Updates:

Teaching & Learning Innovation:

Lauren Foss Goodman, Dean, Stacy Evans, Faculty Lead and our new instructional designer will sustain our ongoing goal to keep teaching and learning at the center of the institution. In addition, we are looking for another faculty member to support work on assessment.

Business & Outreach (new hybrid division):

This division now houses credit and non-credit programs and courses. There have been some growing pains with this transition. We have just added one position with the recent hire of Elena Nuciforo, Director of Workforce Development/Healthcare. We were not successful in our search for the Director of Manufacturing; it will be reposted. The third position, Director of Culinary/Hospitality completes our alignment with the county and governor's workforce blue print. The job of the directors is to meet with constituents and find out about professional development needs and needs for certificates without degrees. As part of our non-credit offerings, we have

built a new CNA lab – and hope to add a medical assistant certificate, looking at an enhanced medical assistant certificate as well. This new lab will allow us to have a day and night program here on campus. We usually enroll 80 CNA students per year. Having them on campus allows our nursing faculty to meet them and encourage them to move forward into LPN or ADN program.

There is a great need in our community for both Community Health workers and Social Workers.

Cannabis Industry Certificate:

We have interested students currently taking classes that previously existed in our catalog. Once the students complete the program at the end of the summer, they will get a letter of completion from the College, followed by their certificate at the end of December.

b. Finance Committee

After a review of the A-133 audit report, and the first and second quarter trust fund reports, Trustee Mirante asked for the following motions.

Upon a motion duly made and seconded, it was VOTED unanimously to accept the FY19 A-133 Audit Report, which was prepared by O'Connor & Drew as of June 30, 2019.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the FY20 Trust Fund Report for the first quarter ending September 30, 2019.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the FY20 Trust Fund Report for the second quarter ending December 31, 2019.

8. ADMINISTRATIVE ACTIONS

a. Personnel Items

Director of Human Resources, Melissa Loiodice presented the personnel items.

Upon a motion duly made and seconded, it was VOTED unanimously to approve the personnel actions, with addendum, for the period October 8, 2019 through January 21, 2020.

b. Annual Ethics Summary Distribution

Director of Human Resources, Melissa Loiodice reminded Board members to review the State Ethics Summary that was sent to them recently and asked them to acknowledge receiving it by emailing Kim Brookman in the President's Office.

c. New Certificates

Vice President Berne presented the following new certificates for approval by the Board.

- Law Enforcement Certificate
- Mental Health Worker Certificate
- Cannabis Industry Certificate (1st community college in the state to offer this, but now they are popping up everywhere)

Upon a motions duly made and seconded respectively, it was VOTED unanimously to accept each of the new certificates as presented.

9. OTHER BUSINESS

- a. Old – None.
- b. New – Christian Tenczar presented the proposed BCC Drone Policy to the Board.

Who has seen the presentation and proposed policy thus far:

- BCC Senate – Voted Dec. 4 to Recommend Policy
- Executive Council
- Ellis Richardson (Director of Safety & Security)
- DCPA (Department Chair and Program Advisors)
- SGA (Student Government Association)
- ATACom (Academic Technology Advisory Committee)
- Ken Tashjy (BCC Legal Counsel)

Why drones at BCC?

Aligns with BCC Mission and Values:

- Innovation – no other MA Community College has a Drone policy or program, nor does MCLA, Williams or Simon’s Rock (that I can find or am aware of!)
- Sustainability – environmental surveys on campus and with community partners
- Service – eventual community partners such as local farms

What’s BCC going to do with drones?

Mostly for Science!

- GIS Mapping – high quality maps and 3D maps of campus and community partners
- Environmental Surveys – measure tree heights, photography from perspectives not otherwise possible
- Safety & Security – enhanced drills

Why is a policy necessary?

To protect the college

- Federal/Local Laws – FAA Part 107, airport notification, remote pilot certificates
- Safety – guidelines and procedures for safe operation on campus, i.e. no operations above people
- Liability/Insurance – following the policy protects us, reviewed by the college’s general counsel
- Privacy – guidelines for photo/video collection

Proposed policy breakdown:

- Follow ALL Laws – most important! (procedures 1 & 2)
- Flight Request Form – completed at least 48 hours in advance (procedure 3)
- Risk Matrix – outlines risk, provides framework for assessing potentially risky flights (procedure 4)
- UAS Review Committee – to be formed, reviews flight requests, mixture of BCC community (procedure 4)

- Third Party Use of BCC Drones – approval from UAS Review Committee (procedure 5)
- Privacy – Permission required from owner to fly on/over private property (procedure 6)
- State Participant Forms – Required by the state for all participants, students, and instructors (procedure 7)
- Wildlife Conservation – Drone operations are not to disturb natural habitats or activity (procedure 8)
- Sanctions – operators are responsible for any FAA fines incurred; policy violators may face disciplinary action by the college

You can view the policy in its entirety at: <https://tinyurl.com/dronepolicy>

The Board was intrigued and asked a few related questions.

Upon a motion duly made and seconded, it was VOTED unanimously to accept the BCC Drone and UAS Policy as presented.

- c. Upcoming Event – President Kennedy shared that the BCC Scholar’s Conference would be held on February 6th and encouraged trustees to attend.

10. ADJOURNMENT

The meeting was adjourned at 6:11 PM. The next scheduled meeting will be held on March 24, 2020.

DATE: March 24, 2020

Respectfully submitted,




 Kim Brookman

Approved:



 Darlene Rodowicz, Board Chair



 Date