



**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS**

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

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, April 28, 2020, remotely via Zoom. Vice Chair Bowen called the meeting to order at 4:30 PM. Kim Brookman took the roll.

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

ABSENT: Chair Rodowicz and Trustee Crane

ALSO PRESENT: From BCC's Executive Council: President Kennedy; Interim Provost Klepetar; HR Director Loiodice; Assistant to the President, Kim Brookman
BCC Employees and Guests: Matt Noyes (Mass Dept of Higher Ed), Shelly Armstrong, Jen Collins, Lauren Goodman, Laurie Gordy, Shela Levante, Shami Qazi, Ellis Richardson, Ellen Shanahan, Addie VanDeurzen, Andrea Wadsworth, Beth Wallace, Christina Wynn, Larry?
Press: Pittsfield City TV (PCTV)

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 28 and March 24, 2020 meetings.

3. PRESIDENT'S REPORT

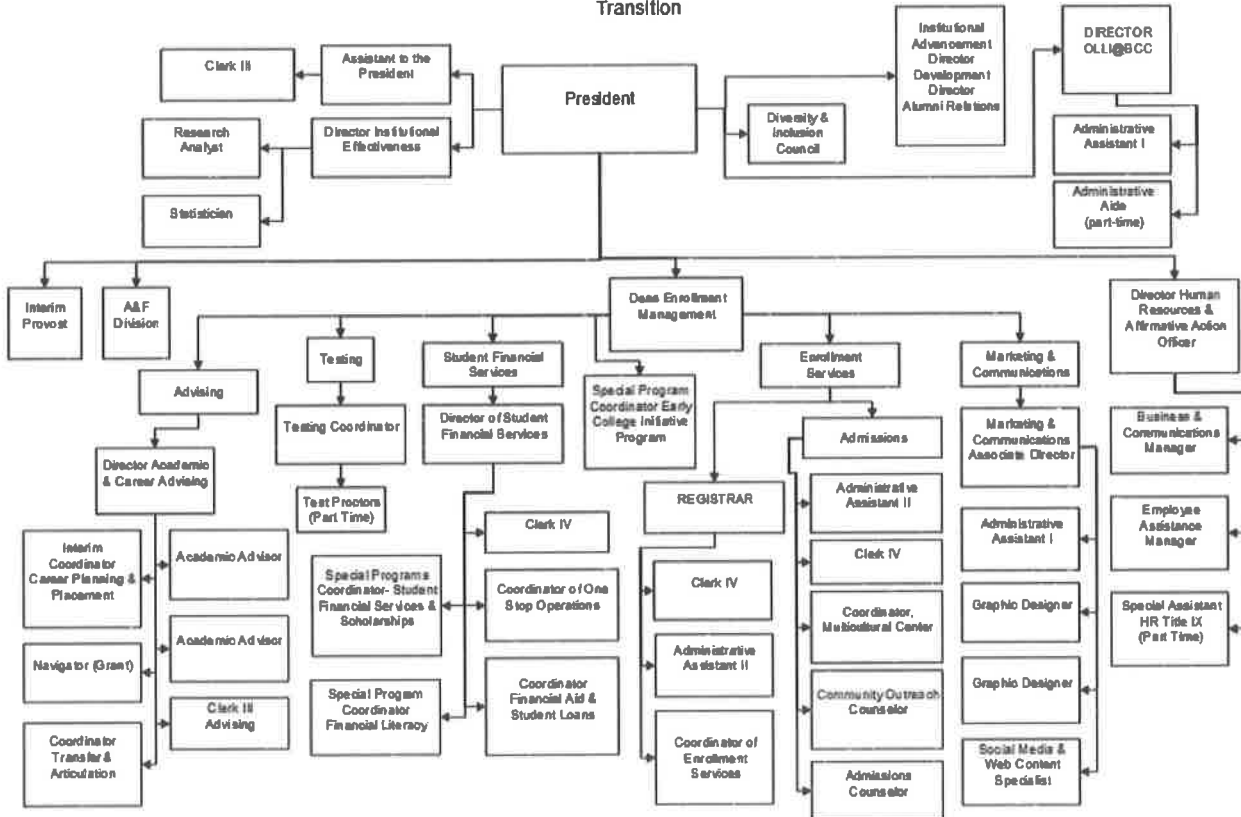
a. Reorganization – Ellen Kennedy

With Jennifer Berne leaving the position of Vice President for Academic Affairs (VPAA), Adam Klepetar will fill in as the Interim Provost until the college hires a VPAA expected to be on board by July 1, 2021.

What is a provost? Someone who oversees both Academic and Student Affairs.

President Kennedy shared the following three organizational charts to show the transition phase in effect until Andrea Wadsworth, the new Vice President for Administration, comes on board on July 1, 2020.

President's Office
 April 25, 2020 – June 30, 2020
 Transition



b. Enrollment – Spring, Summer & Fall 2020 – Christina Wynn

Year to Year Comparison during the priority registration period:

Total

- Headcount behind by 21 students (-5%) and FTE is behind by 30 (-12%)

Day

- Headcount behind by 33 (-9%) and day FTE is behind by 30 (-16%)

Evening

- Headcount behind by 12 (-12%) while FTE is behind by 3 (-13%)

Online

- Headcount behind by 7 (-4%) while FTE is even

Increase in withdrawals:

- SP19 – 57 students
- SP20 – 72 students

Summer Packages being offered:

- Business
- Education – Childcare Directors
- Pre-LPN and Pre-ADN
- Gen Eds – 100 level courses

Total applications received:

- FA18 – 1561
- FA19 – 1935
- FA20 – 1034

April – August is the busy application season so we still have time.

Marketing & Outreach:

Channels:

- Social Media
- Digital Ads and Ad Words
- Postcards
- Billboards
- Radio
- Video – Spectrum and YouTube

Audiences:

- “Traditional”
- Unemployed / Under-employed
- Some college / Stop-Outs

Trustee Zaffanella asked what messaging was being used. Dean Wynn stated that the most advantageous message at this time is affordability.

Provost Klepetar stated that the college is taking a heavy look at courses to move online.

Trustee Bowen asked if there will be enough seats available if the college has an increase in enrollment due to the recession. Provost Klepetar responded in the affirmative and said classes would be added if needed.

Trustee Kiely stated that with all the uncertainty these days this is an advantageous position for the college to the benefit of those who choose to learn remotely.

c. Remote Teaching and Learning at BCC – Lauren Goodman

Center for Teaching & Learning Innovation Team:

- Janet Collins, Moodle Administrator & Administrative Assistant to the Division of Teaching & Learning Innovation
- Stacy Evans, Faculty Lead for the Center for Teaching and Learning Innovation
- Tattiya Maruco, Coordinator of Instructional Technology and Design
- Christian Tenczar, Coordinator of Academic Computing

Academic Technology Advisory Committee (ATACom):

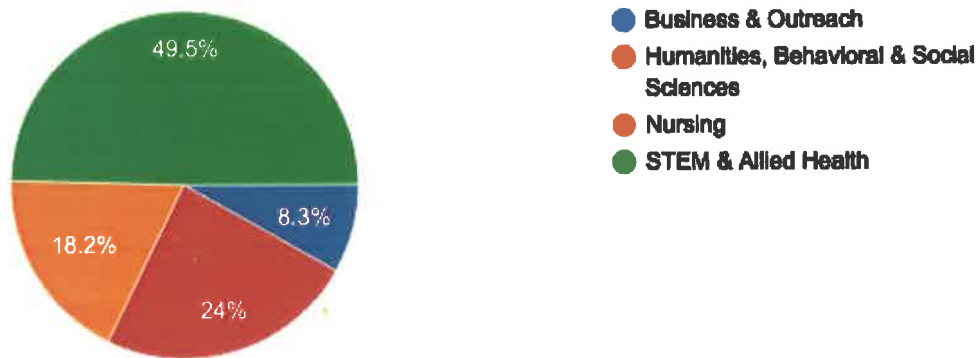
- Janet Collins
- Lauren Goodman
- Stacy Evans
- Pam Farron
- Richard Felver
- Gina Foley
- Barb Kotelnicki
- Chris Laney
- Beth Lapierre
- Tattiya Maruco
- Nicole Mooney
- Charles Park
- Arlen Rauschkolb
- Christian Tenczar
- Costa Zervas

Dean Goodman communicated that 100% of full-time faculty and 90% of all faculty are using Moodle (Learning Management System).

Dean Goodman demonstrated Moodle and how some virtual labs are being conducted. She also showed Keep Teaching @BCC and the Knowledge Base, both on the BCC website.

Quick Stats:

465 CTLI appointments/virtual help with faculty



- 1362 Zoom meetings @ BCC in the past 30 days
- 1395 minutes Library staff have devoted to online reference support since moving to Remote Instruction
- 2413 Library page views since March 10

Remote Teaching Strategies & Tools:

Synchronous:

- Zoom
- Big Blue Button
- Phone/Conference Calls
- Text-Based Chat
- Remote Test Proctoring

Asynchronous:

- Moodle
- Discussion Forums
- Assignments
- Quizzes
- Video Demonstrations
- Video Lectures
- And More!

Remote Teaching & Learning – Resources:

Teaching

- Keep Teaching @ BCC Website
- Faculty Moodle Lounge

Learning

- Remote Learning Strategies (LibGuide)
- Quick Tips for Completing Online Work
- BCC Knowledge Base

Remote Teaching & Learning – Student Support:

Student Technology Loans

- 50+ laptops lent to students, adjunct faculty & staff
- 9 T-Mobile Hot Spots lent to faculty

Student Technology Questions/Help

- 117 Online Help Emails answered since March 23
- Tech support for student via phone, Zoom, email

Remote Tutoring

- Zoom meetings, email, Q&A sessions, phone tutoring and Smarthinking Online Tutoring service
- 14 peer and community tutors provided over 70 remote sessions since March 23
- 42 sessions booked for this week

Remote Writing Support

- Writing Center providing full services remotely via Moodle

Writing Center

Home / Courses / BCC Communities / Student Services / Writing Center

THE BERKSHIRE COMMUNITY COLLEGE
THE WRITING CENTER

Welcome to the Writing Center at BCC's temporary online space!
Like all of you, we are working hard to try and keep ordinary life going in these extraordinary times. If you have questions, concerns, or suggestions for how we can make this space even more useful, please email us at writingcenter@berkatiirecc.edu.
Be well, and thanks for visiting our virtual Writing Center!

Get Writing Help: Please, help me!

Writing Resources & Refer...

FAQ: Faq!

Meet Our Writing Consulta...

For Consultants Only

Archives

Trustee Zaffanella asked if the college knew whether all the students who were in need were being reached.

Dean Goodman explained that faculty and advisors have been reaching out to students who have not been accessing Moodle.

Trustee Bowen praised the College's communication, collaboration, and commitment.

Dean Goodman said that she was so thankful to the college community for its reactive and proactive support.

d. Update on Campus Response to Covid-19 – Ellen Kennedy

President Kennedy introduced Beth Wallace, Dean of Students, and asked that she speak about the efforts being made to reach out to students.

Dean Wallace explained the multi-pronged effort being made.

- Covid 19 number to call 413-236-1601
- Covid 19 email address Covid19@berkshirecc.edu
- Loaning out of computers and hotspots
- Calling campaigns
 - First campaign: Students were concerned about how they were going to fare with remote learning but were so happy to hear from us
 - Second campaign: Many more students were feeling better about remote learning
- Weekly email from Dean Wallace to all students with updates and resources through BCC and in the community
- Student survey was sent to provide student comments and feedback
 - Students love Zoom
 - Many students have children at home that they are trying to help school from home
 - Students have more outside responsibilities than before
 - Technology issues
- Food Pantry is open for students that need it, by appointment
- Personal Counselor, Lisa Mattila, is hearing from more students with anxiety and isolation issues

Trustee Kiely asked if grades would be changed to Pass/Fail. Provost Klepetar told the Board that students would still be receiving grades, not pass/fail.

Dean Wallace also talked about this year's commencement. A committee was formed, with Dean Wallace as chair, to look at three different commencement scenarios: face-to-face in September or October, hybrid in May or June, and virtual on May 29th. The committee recommended having a virtual commencement this year and to invite this year's graduates to return to participate in next year's commencement.

Trustee Zaffanella commented that this was a prudent choice.

President Kennedy gave an update on employees.

- Almost no one is working on campus, except essential personnel and their time has been limited.
- Town Hall meetings every week via Zoom, 141 attended today's
- Returning to campus will be a slow rollout and cautiously done
- Employees are adapting
- Harder for employees with children
- Supervisors are catching up with their folks via Zoom or by phone
- Co-workers are having virtual lunches

Trustee Myers asked if there are positions that are not able to be transitioned to a remote working environment. President Kennedy explained that some part-time employees who were unable to work remotely have been laid off (for example, cafeteria workers). It's going to be a rocky road ahead.

Trustee Bowen said how grateful she was for the amazing effort on everyone's part.

President Kennedy touted Dean Wallace for being BCC's Chief Cheerleader while also letting the Board know that she would be retiring on August 1st after 32 years at BCC.

President Kennedy introduced Andrea Wadsworth who will be BCC's Vice President for Administration & Finance beginning July 1st. Ms. Wadsworth greeted the Board and said how happy she was to be joining BCC.

4. STUDENT TRUSTEE REPORT

Travis Costello spoke wonderful words of gratitude for Dean Wallace.

Student Trustee Costello reported the following:

- BCC students are working hard to stay on track and transition to virtual/online classes.
- Student Government has transitioned to weekly Zoom meetings that have been well attended. President Kennedy joined our latest SGA meeting and was well received as students felt honored to have her full attention.
- TRIO has been holding weekly student social events via Zoom where students have been able to join in and get peer support.
- President Kennedy and Dean Wallace have been holding weekly Student Town Hall Meetings where students are able to ask questions and voice any comments or concerns that they have. These meetings offer students the ability to feel connected to the campus and are greatly appreciated.
- Before we all left campus, we had a wonderful Valentine's Day Luncheon on campus in February and a St. Patrick's Day Luncheon in March that were both well attended.
- Student Government put together and sent out a survey to all students asking how we are best able to serve the student body. The survey had 123 respondents and we are working now to analyze the results from the survey and take further action based on those results.
- Dealing with the stresses of Covid-19 has been challenging for our student body but with several resources available for our students we are all working to do the best we can and finish this semester off on a strong note.

5. ALUMNI TRUSTEE REPORT

Melissa Myers reported the following:

- Annual Alumni & Friends News (Print Newsletter) - should be in alumni mailboxes soon
- Weekly Live Story Telling Hour with BCC Alumni – next one: Thursday, April 30th with Beth Wallace class of 1980

Guests so far:

1. Eleanore Velez and Liliana Atanacio
2. Tom Tynning, Gina Foley and Tom Carey

3. Colin Sykes '09 and Jonah Sykes

- BCC to Elms Transfer Online Panel held virtually April 14th
- 60th College Anniversary Planning is continuing to proceed:
 1. September 12th, BCC at the Common
 2. October 29th, 60th Anniversary Gala
- Other planned alumni activities: Online Book Club, Alumni Letter "Around the World", virtual trivia
- Cancellations:
 1. Alumni Meet-Up in North Adams in March
 2. Annual Alumni Spring Gathering in April
 3. Students and Alumni Networking Reception, May 20th
 4. Paint & Sip, May 8th

6. SUBCOMMITTEE REPORTS

a. Finance (Pete Mirante)

The 3rd Quarter Trust Fund was reviewed with the Board.

Upon a motion duly made and seconded, it was VOTED unanimously, by roll call vote, to approve the FY20 Trust Fund Report for the third quarter ending March 31, 2020.

The FY21 Preliminary Budget will be presented at the June 2, 2020 board meeting.

Director of Security, Ellis Richardson presented the proposed security contract for the upcoming three years. It has been four years since the college sought a contract for security.

On February 13th the RFP was released to cover the period starting on July 1, 2020 and ending on June 30, 2023.

There are additional training requirements for security officers in this RFP release (which include training on some additional OSHA regulations and the proper use of Narcan). There were also sections deleted referencing the duties, responsibilities, and need for a site supervisor; which had traditionally been provided by the contractor. This change was in direct response to the addition of an ISO III position in the Safety & Security Department, which now covers those responsibilities; along with directly overseeing day-to-day operations in the absence of the Security Director.

Four contractors responded:

- Arrow Security
- Jet Security
- G4S Security
- Central Security

All submitted similar proposals with about a 175K dollar difference between the lowest and highest bid. There were differences in the areas of employee benefits and hourly wages.

The final phase of this process would end by awarding a three-year contract to the most qualified contractor able to meet our needs. G4S Security was chosen for several reasons.

- Officers familiarity with the site
- Confidence and trust as a service provider; thereby making any transition into the new fiscal year relatively easy
- G4S has better benefit plan for its employees
 - Provide paid vacation and sick leave
 - Offer a retirement/Pension/401K plan and they offer health and dental coverage with an employee contribution depending on the employee's choice of plan
- Cost, G4S provided the lowest bid of all the contractors while maintaining a fair wage; which exceeds that of the Commonwealth and Federal minimum wage requirements
- We currently work with G4S security. They have shown the willingness and flexibility to accommodate our needs. The college has established a productive working relationship with this organization.

Upon a motion duly made and seconded, it was VOTED unanimously, by roll call vote, to approve a security services contract with G4S Secure Solutions USA, Inc. for three years in the amount of \$979,451.20 for the period of July 1, 2020 through June 30, 2023 (i.e., \$316,854.72 in Year 1; \$326,397.76 in Year 2; and \$336,198.72 in Year 3), with two one-year renewal options.

7. ADMINISTRATIVE ACTIONS

a. March and April Personnel Items (Melissa Loidice) - ATTACHMENTS III & IV

The March and April personnel items were presented to the Board.

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

8. OTHER BUSINESS

a. Old - None.

b. New - Public Higher Education Endowment Incentive Program

President Kennedy introduced Shela Levante, Director of Development, to speak to the Board about the Public Higher Education Endowment Incentive Program. Ms. Levante highlighted the program. The Public Higher Education Endowment Incentive Program is a state matching funds program that serves as an incentive for public universities and colleges to raise funds from private sources and was adopted by the House of Representatives and the Senate in a supplementary budget. Under the program, Berkshire Community College can receive a \$1 match for every \$2 generated from new endowment pledges or gifts. To date the Berkshire Community College Foundation has raised 267,656.54 in eligible matching funds, with a total eligible match of \$133,828.27.

Upon a motion duly made and seconded, it was VOTED unanimously, by roll call vote, to participate in the Public Higher Education Endowment Incentive Program pursuant of the provisions of Chapter 15A, Section 15E, and Chapter 142 of the Acts of 2019.


President Kennedy thanks Matt Noyes from the Department of Higher Education for joining the meeting.

9. **ADJOURNMENT**

The meeting was adjourned at 6:11 PM. The next scheduled meeting will be held on June 2, 2020.

DATE: June 2, 2020

Respectfully submitted,

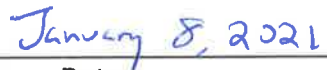


Kim Brookman

Approved:



Darlene Rodowicz, Board Chair



Date