

BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS

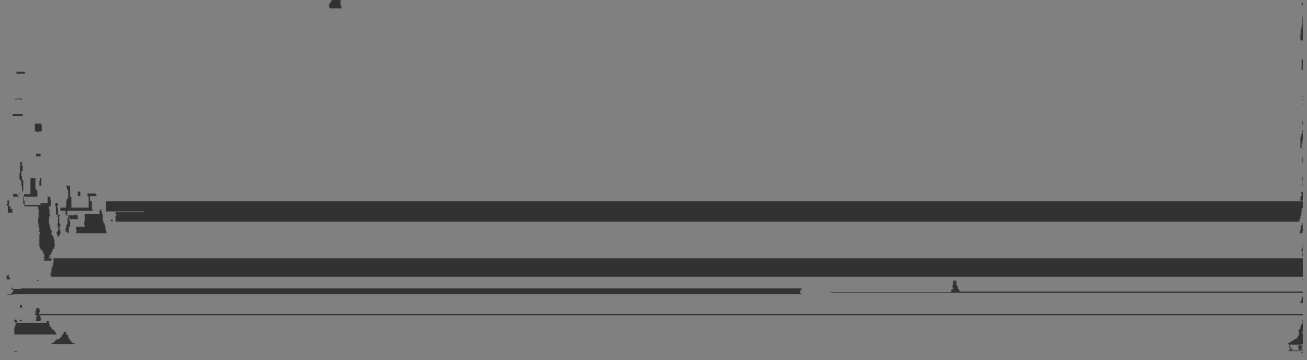
MINUTES OF TRUSTEES MEETING
August 25, 2020

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, August 25, 2020, remotely via Zoom. Chair Rodowicz called the meeting to order at 4:30PM. Kim Brookman took the roll.

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

ABSENT: Trustees Crane and McCormick, and Student Trustee (due to Covid the student trustee has not been named thus far)

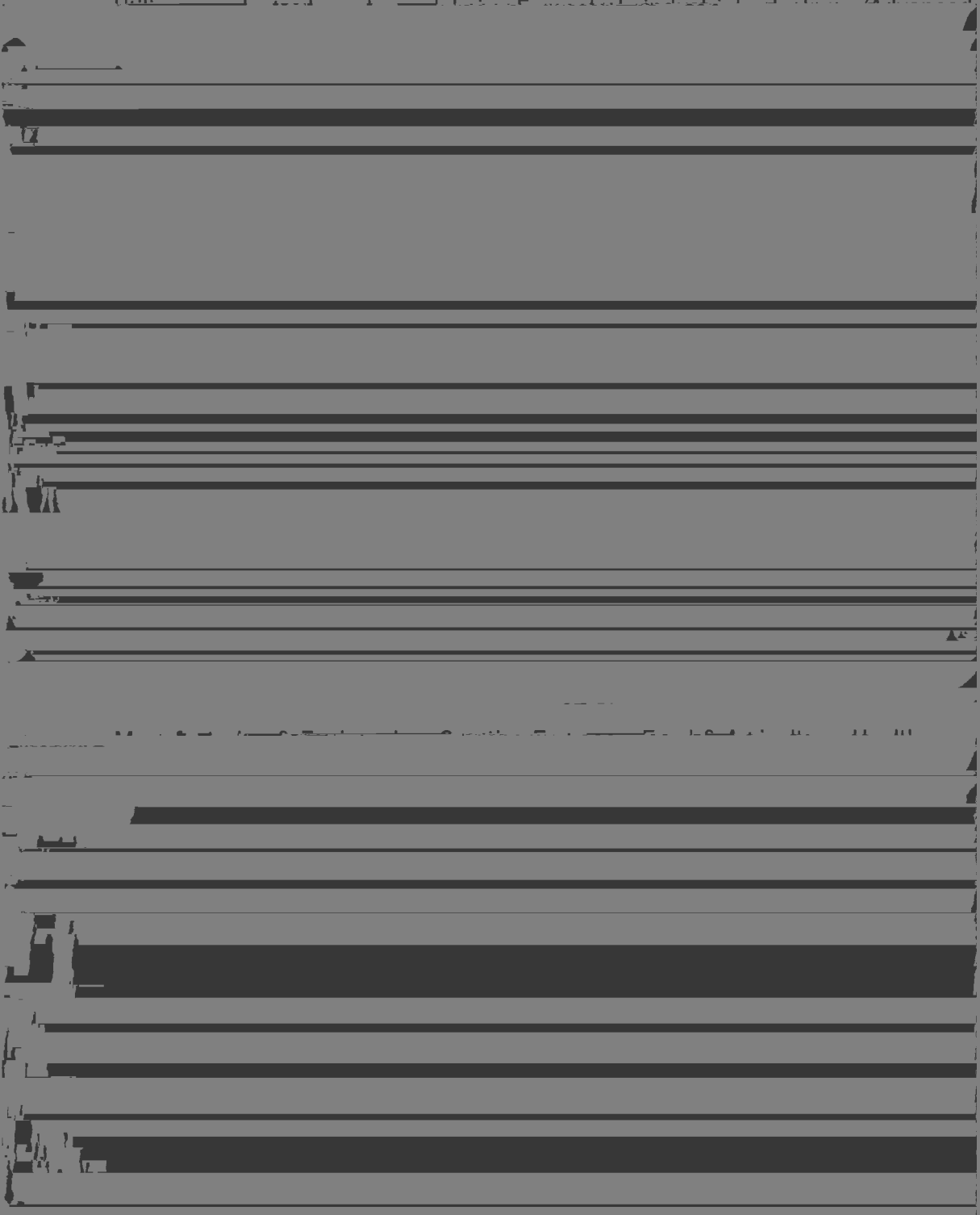


ALSO PRESENT: From BCC's Executive Council: President Kennedy; Interim Provost Klepetar; Vice President for Administration & Finance Wadsworth; Interim Dean Wynn; Director of Human Resources, Melissa Liodice; Assistant to the President, Kim Brookman
BCC Employees and Guests: Jay Bayer, Lynn Browne, Jose Colmenares, Laurie Gordy, Sean Grady, Adam Hughes, T.J. Karis, Jeremy LaCrosse, Frederic MacDonald-Dennis, Tattiya Maruco, Paul Mattingly, Amanda Meier, Celia Norcross, Elena Nuciforo, Justin Ober, Frank Schickor, Heather Seely, Margaret Stephenson, Ana Suffish, Jonah Sykes, Kristen Winsett
Press: Jeffrey Vecellio and David Wyatt (PCTV & WTBR-FM)

b. Business and Outreach – Christina Wynn, Interim Dean of Business and Outreach
Dean Wynn reported the following:

Berkshire Blueprint 2.0

- Launched in February 2019 by 1Berkshire



- Medical Billing and Coding
- Spanish For Medical Professionals

- Bookkeeping with QuickBooks 2018
- Microsoft Office 2019/365 Suite

Adult Learning Program

Funded by the Massachusetts Department of Elementary and Secondary Education

(DESE)

Offers FREE English for Speakers of Other Languages (ESOL) classes to non-native

Fall 2020 Enrollment

Course Type Key

Hybrid-Virtual

Hybrid In-Person

In-Person

Online

Remote



Meet virtually with your professor and classmates via video conferencing at set times, typically once per week, with the remainder of the

Meet on campus with your professor and classmates at set times, typically once per week, with the remainder of the

A traditional, in-person course format that's required for some hands on courses, including some

Online courses conducted entirely through Moodle. No set meeting times, but your professor sets weekly

Meet virtually with your professor and classmates via videoconferencing at scheduled times (usually twice per week).

remainder of the

coursework online.

clinical, lab, lecture,

deadlines for

and studio classes

completion.

Applicable Community Colleges use the Moodle Learning Management System to teach classes and distribute courseware

New Student Orientation

New Student Orientation Features

- Programming Commitment
 - Virtual Access for larger audience potential
 - Stronger Community/Business Connections
 - Larger Variety
- Virtual Community

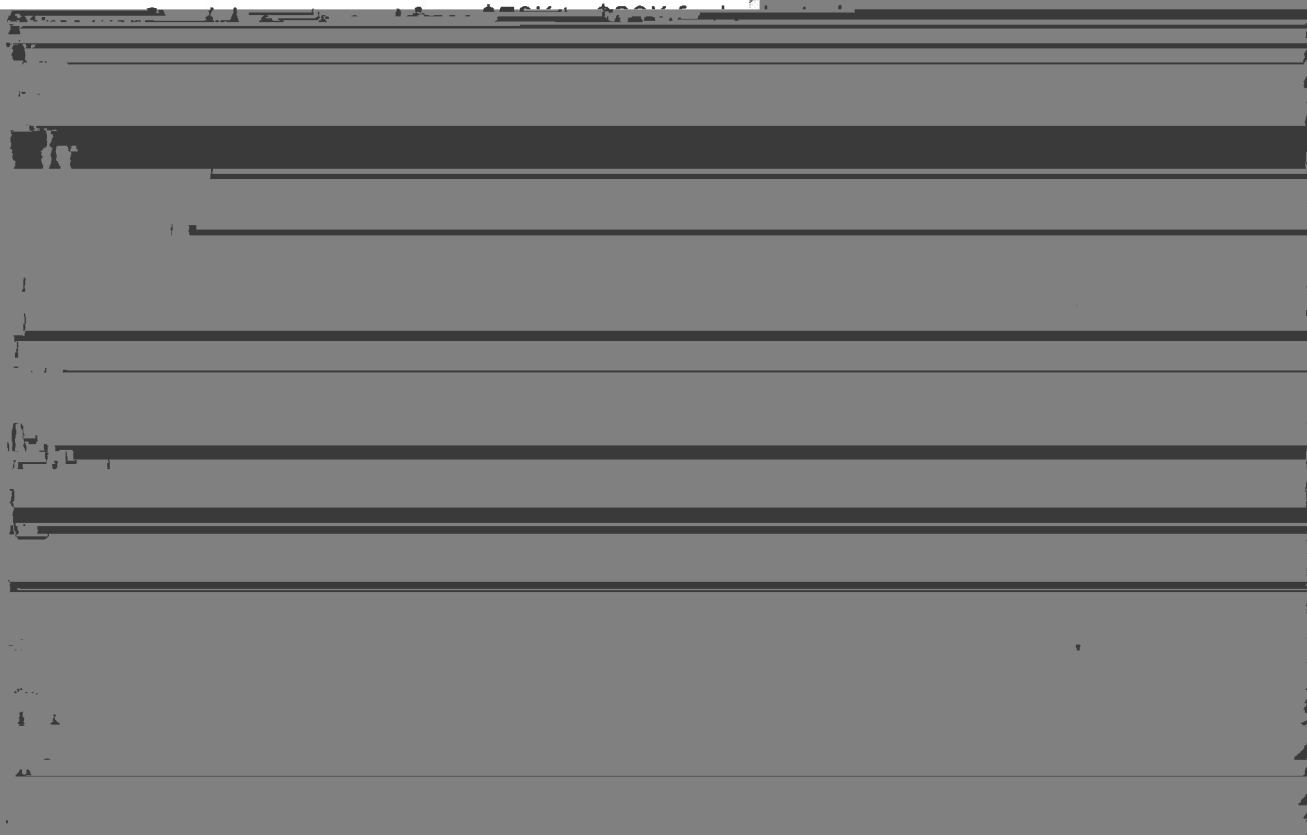
New Student Orientation Components

- 6 Moodle Modules
 - Becoming a BCC Student
 - Preparing for the Semester
 - Campus Support Resources
 - Managing College Expenses
 - Getting Involved
 - Preparing for My Course
- 5 Zoom Info Sessions
 - Student Engagement, Support Services, and the BCC Bookstore
 - Academic Advising, Academic Technology & Faculty
 - Financial Responsibility and Financial Services

- Loss of net income due to unrealized appreciation and depreciation and paying out of scholarships.

Budget for 2021

- Larger variances – donations – budgeted for \$235K – below last year.



- Will save on some expenses:

Savings were rolled into administrative support of college



to come.

The Alumni Director has also been working on 60 Portraits of Possibility, a social media campaign to celebrate BCC's 60th anniversary. The intention is to introduce people with a short quote. The BCC Alumni Board members have submitted a photo and a quote about BCC. We would like to do the same with the Board of Trustees members.

6.

a. Finance (Pete Mirante)

Trustee Mirante reported the following.

The FY20 Budget is being reconciled and closed. Comptroller Saviski reports the auditors will be here the first week of September. We are on track to have completed financials for the October 2020 meeting.

The current FY21 Budget has been loaded into the system. Department Heads have access to their respective budgets and are moving forward.

Current FY21 budget was projected at 10% reduction in state allocation and 10% reduction in enrollment. As of August 18, 2020, the enrollment deficit is 13%, down from 17% at the beginning of August, and down from 26% in mid-July. We are trending in the right direction. 1% is equivalent to \$53,520.

The college has instituted COVID-19 policies and procedures to ensure compliance with all CDC and MA guideline for Phase I, II, and III.

The One-Stop project is moving forward. Anticipated timeline is RFP released first of September, bid opening, and project award this fall.

7.

Melissa Leiding presented the August personnel items

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(ATTACHMENT II)

BOARD OF TRUSTEES

Tuesday, August 25, 2020

Employee Introductions

President's Office

Institutional Effectiveness

Jeremy LaCrosse

Human Resources

Sean Grady

Academic and Student Affairs

Student Affairs

Celia Norcross

Academic Affairs

Teaching and Learning Innovation

Tattiya Maruco

Student Affairs

TRiO

Kristen Winsett

Business and Outreach

Health Care

Elena Nuciforo

Culinary / Hospitality

Jay Baver

Advanced Manufacturing

Paul Mattingly

Admissions

T.J. Karis

Marketing and Communications

Justin Ober