

(APPROVED)

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS****MINUTES OF TRUSTEES MEETING
August 24, 2021****1. CONVENING**

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, August 24, 2021, remotely via Zoom. Chair Bowen called the meeting to order at 4:30PM. Heather Seely took the roll.

PRESENT: Chair Bowen; Trustees; Casper, Chacon, Kiely, Mirante, Zaffanella, Bliss, and Myers
ABSENT: Trustees Rodowicz
ALSO PRESENT: From BCC's Executive Council and President's Cabinet: President Kennedy; Vice President of Student Affairs and Enrollment Management Klepetar; Vice President for Administration & Finance Wadsworth; Vice President of Academic Affairs Hunter, Assistant to the President Brookman, Interim Dean Wynn; Director of Human Resources, Melissa Liodice; Dean of Teaching and Learning Innovation Goodman
BCC Employees and Guests: Jay Baver, Celia Norcross, Heather Seely, Kiara Badillo, Geoff Weber, Matt Alonzo, Barbara Brown, Sherry Hendrix, Steve Viera, Ray Martinez, Karyn Sousa
Press: Jeffrey Vecellio and David Cachat (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 June 1, 2021 meeting.

3. PRESIDENT'S REPORT

- Hospitality and Culinary Program Update – Christina Wynn, Interim Dean of Business and Outreach and Jay Baver, Director of Workforce Development: Hospitality reported the following:
 1. Re-Launch of the Hospitality and Culinary Program
 - Associate's Degree in Hospitality and Tourism Management
 - Three Certificates: Lodging Management, Culinary Arts Management, Food and Beverage Management. The 28 credit certificates stack into the associate degree offerings. All culinary and hospitality courses have been reviewed have updated content, including some local important content.
 2. Workforce Fast-Track Hospitality & Culinary Program
 - Over the past 12-months have offered two cohorts that has granted 58 certificates across the four tracks. These were offered online due to the pandemic.

- Starting next month will pilot Fast-Track for Spanish speakers
 - Fast-Track 3.0 scheduled for October 2021 and Fast-Track 4.0 in March 2022.
3. MA Skills Capital Grant – Berkshire Culinary Institute
- BCC has been awarded \$400,000 to establish the Berkshire Culinary Institute, Mill Town Capital has pledged \$173,000 in paid internships, Currency Coffee has pledged \$50,000 in equipment and consulting. Work in the kitchen space is underway to provide new space for the program.

- New Employee Introduction from Christian Wynn, Interim Dean of Business & Outreach of Kiara Badillo, Special Programs Coordinator Academic and Early College Coach joins us from Admissions Office at Hampshire College, will be spending most of time at Taconic High School and Pittsfield High School for helping students with early access to college.
- Ellucian Colleague Refresh Implementation Project – Andrea Wadsworth, Vice President of Administration and Finance and Adam Klepetar, Vice President of Student Affairs and Enrollment Management. This BCC Implementation Team has staff from a cross section of departments at the college and are working with Ellucian and Brown Hendrix to move this forward. This project touches all areas of the college and multiple touch points for our students. This is an important project now that complements the OneStop construction project and brings another level of modernization and service to our students. This is a large project and we are pleased to have our consultants work closely with us to transition smoothly. The project is important as it touches so many departments and our current system has not been upgraded nor had this level of investment in for 20 years. This upgrade will provide easier interfaces for staff and students.
 - Timeline is to have the front-facing student experience (Ellucian Experience) live in September/October 2021, other components including finance, human resources, and an overall refresh implementation will take place over the next 18-months.

Chair Bowen noted she had not read the disclosure that the meeting was being recorded by PCTV.

- Achieving the Dream| SUCCESS – Celia Norcross, Dean of Students, Adam Klepetar, Vice President of Student Affairs and Enrollment Management, Lauren Goodman, Dean of Teaching and Learning Innovation
 - ATD Update –Building a student focused culture that centers around the four principles of connection, data informed, equity-minded, and student-focused. We are connecting with students and also with the other six colleges across the country to learn and engage.
 - We have a core team and a data team. We have a student-focused culture, an area of growth will be with building more intentional partnerships and our area in motion is with SUCCESS work being aligned with Early Momentum Metrics.
 - Early Momentum Metrics Focus; ATD Data Team is exploring the following metrics:
 - Students earning zero credits in their first semester (early momentum metric)
 - Students completing first college-level Math in the first year (persistence metric)
 - Students re-enrolling in the following fall semester (persistence metric)
 - SUCCESS (Supporting Urgent Community College Equity through Student Services) is funded by the MA legislature. We received additional funds in August 2021 that

brought our allocation from \$378K to \$869K. These funds must be expended by 6/30/2022. Our goals are to increase student services in the following areas: interventions with developmental education courses, peer mentoring and academic coaching, college visits, career and academic assessment, access to technology and individualized success planning for students. We have been able to add staff with the additional funding to assist with working with students in these areas.

- Student SUCCESS Cohorts: Math Placement, Disability Resource Students, Men of Color with overall goal of 500+ students supported by SUCCESS Funds.

4. **STUDENT TRUSTEE REPORT**

Monica Bliss reported the following:

- Three students participating in shared governance planning, myself, Lindsay McCarthy and Christina Briggs. Main focus this Fall is to continue exploring how SGA fits into the new shared governance structure and ensuring the student voice is represented at all levels.
- Student elections were held on time this spring and will be held on time this Fall. SGA meetings will be held virtually this Fall, starting 9/7/2021.
- We made it mandatory for our student trustee and SGA president to join SAC and participate in SAC initiatives. SAC is focused on OER (Open Educational Resources) and a "community building day" this Fall.
- SGA teambuilding activities will continue online. Last year's were successful including Camp SGA & SGA Day at the Beach.

5. **ALUMNI TRUSTEE REPORT**

Melissa Myers reported the following:

- Alumni Association is hosting an event this weekend at Balderdash Cellars. Please join if able.
- Story Telling Hours will continue this coming year and we encourage you to join us.

6. **SUBCOMMITTEE REPORTS**

a. **Finance (Pete Mirante)**

Trustee Mirante reported the following:

- FY21 Budget update: The FY21 Budget is being reconciled and closed. We are on track to have completed financials for the October 2021 meeting.
- FY22 Budget update: The current FY22 Budget has been loaded into the system. Department Heads have access to their respective budgets and are moving forward.
- FY22 Project Update:
The college is investing over \$11 M in student centered projects using CARES, DCAMM, and Grants funds. There are over a dozen projects happening currently.
- The finance committee received a memo update regarding grants that include Success, Early Childhood, Mass Skills, Title III, and CARES grants.

Project Name	Funding Source	Amount	Supplemental Funding	Source
One-Stop Project	DCAMM	6,900,000.00		
One-Stop Welcome Center	CARES	1,200.00		
Berkshire Culinary Institute	CARES	150,000.00	400,000.00	Mass Skills Grant
Berkshire Science Commons - Abatement	DCAMM Deferred Maintenance	50,000.00		
Berkshire Science Commons - Maker Space	CARES	299,000.00	50,000.00	BCC Foundation
BCC Recording Studio	CARES	75,000.00		
BCC MAC Lab	CARES	95,000.00		
BCC Nursing Labs - H109-110	CARES	75,000.00	200,000.00	Grant to be awarded in Octo
BCC Human Services Lab	CARES	10,000.00		
Boland Handrail Project	DCAMM Deferred Maintenance	198,000.00	102,000.00	DCAMM Small Projects
Hoffman Boiler Project	DCAMM Deferred Maintenance	250,000.00		
Paterson Fieldhouse HVAC Project	DCAMM Deferred Maintenance	1,250,000.00		
Ellucian Colleague Refresh Project	CARES	1,200,000.00		

7. **ADMINISTRATIVE ACTIONS**

Melissa Loidice presented the personnel items from June 2, 2021 to August 24, 2021.

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

8. **OTHER BUSINESS**

- a. **Old** – None.
- b. **New:** Chair Bowen noted the board will have a board retreat on October 29th with the general focus on strategic planning, listening around governance; will have an optional tour of campus on that day for all the new projects and construction. Also, being worked on is a calendar of events in which board members which to participate in virtually or in-person.

9. **ADJOURNMENT**

The meeting was adjourned at 6:05 PM. The next scheduled meeting will be held on October 5, 2021.

DATE: October 5, 2021

Respectfully submitted,

Heather Seely

Approved:

Julie Bowen, Board Chair

Date