

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.

# President's Office

Institutional

DIRECTOR

Director  
Alumni Relations

Research  
Analyst

Director Institutional  
Effectiveness

Diversity &  
Inclusion  
Council

Administrative  
Assistant I

Statistician

Aide  
(part-time)

Interim  
Provost

A&F  
Division

Dean Enrollment  
Management

Director Human  
Resources &  
Affirmative Action  
Officer

Advising

Testing

Student Financial  
Services

Enrollment  
Services

Marketing &  
Communications

Tuition Coordinator

Director of Student  
Initiative

Initiative

Marketing &  
Communications

& Career Advising

Test Proctors  
(Part Time)

Clark IV

REGISTRAR

Administrative  
Assistant II

Administrative  
Assistant I

Employee  
Assistance  
Manager

Interim  
Coordinator for  
Career Planning  
Placement

Academic Advisor

Coordinator

Coordinator of One

Clark IV

Clark IV



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

Year to Year Comparison during the priority registration period:

Category	2019	2020	% Change
Headcount	370	337	(9%)
FTE	370	340	(7%)
Day	210	177	(16%)
Evening	100	88	(12%)
Online	60	57	(5%)

**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

**Summer Packages being offered:**

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

Trustee Bowen stated that the college is taking a hard look at courses to move online

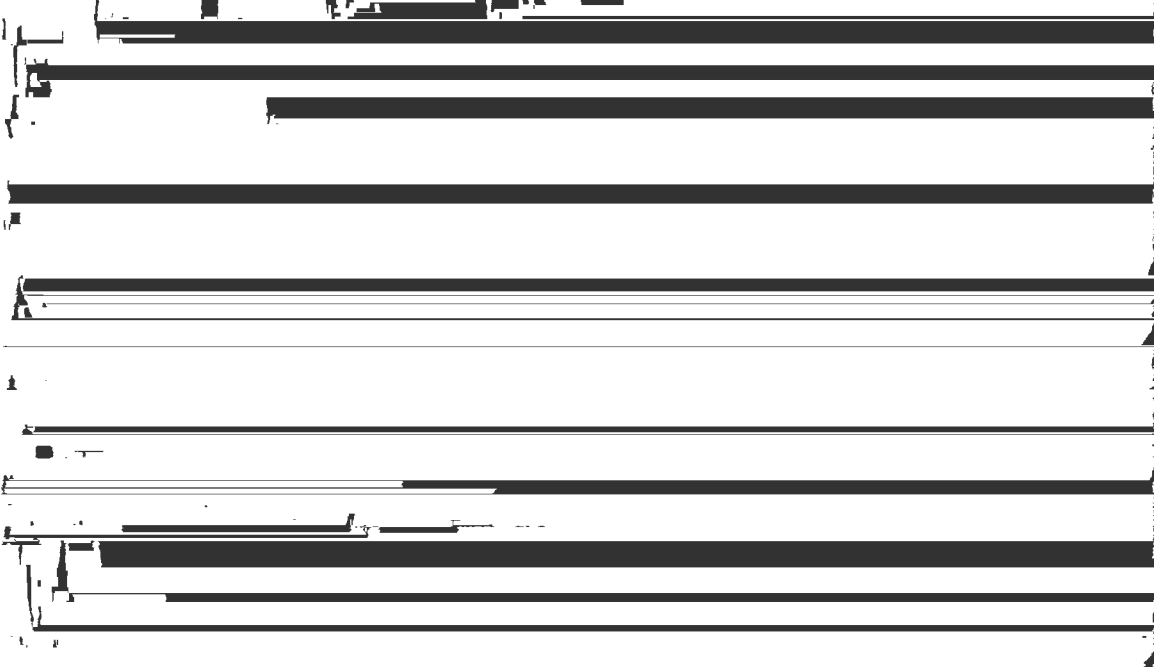
Trustee Bowen asked if there will be enough seats available if the college has an increase in enrollment due to the recession. Provost Klepetar responded in the affirmative and said classes would be added if needed.

Trustee Bowen stated that with all the uncertainty these days this is an advantageous position

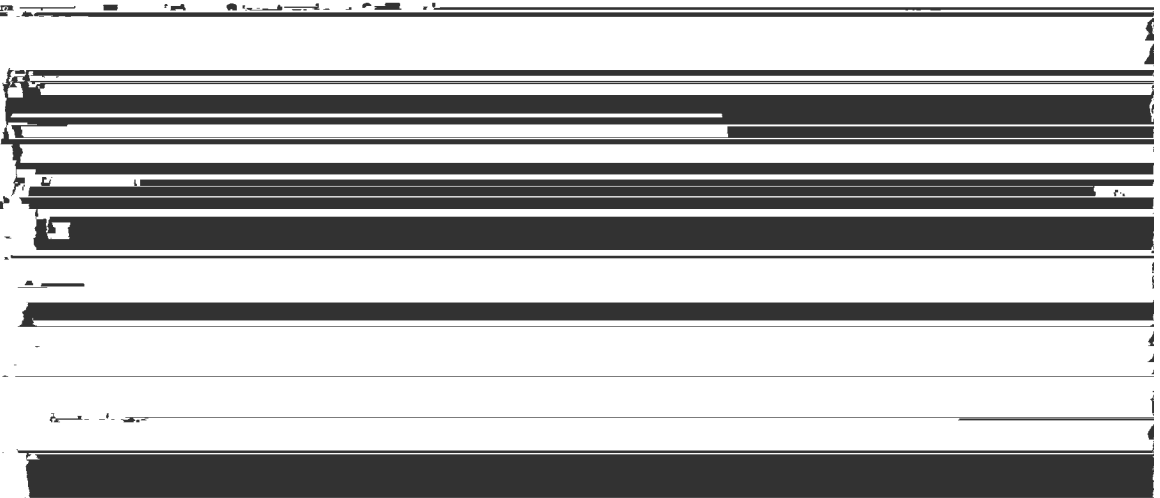
- Business & Outreach
- Humanities, Behavioral & Social Sciences
- Nursing
- STEM & Allied Health

1362 Zoom meetings @ BCC in the past 30 days

1005 minutes Library staff have devoted to online reference support since moving to



2413 Library page views since March 10



### Student Technology Loans

### Writing Center

9 T-Mobile Hot Spots lent to faculty

[FAQ](#)

[Meet Our Writing Consulta...](#)

[For Consultants Only](#)

### Student Technology Questions/Help

Faq

[Archives](#)

- 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

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

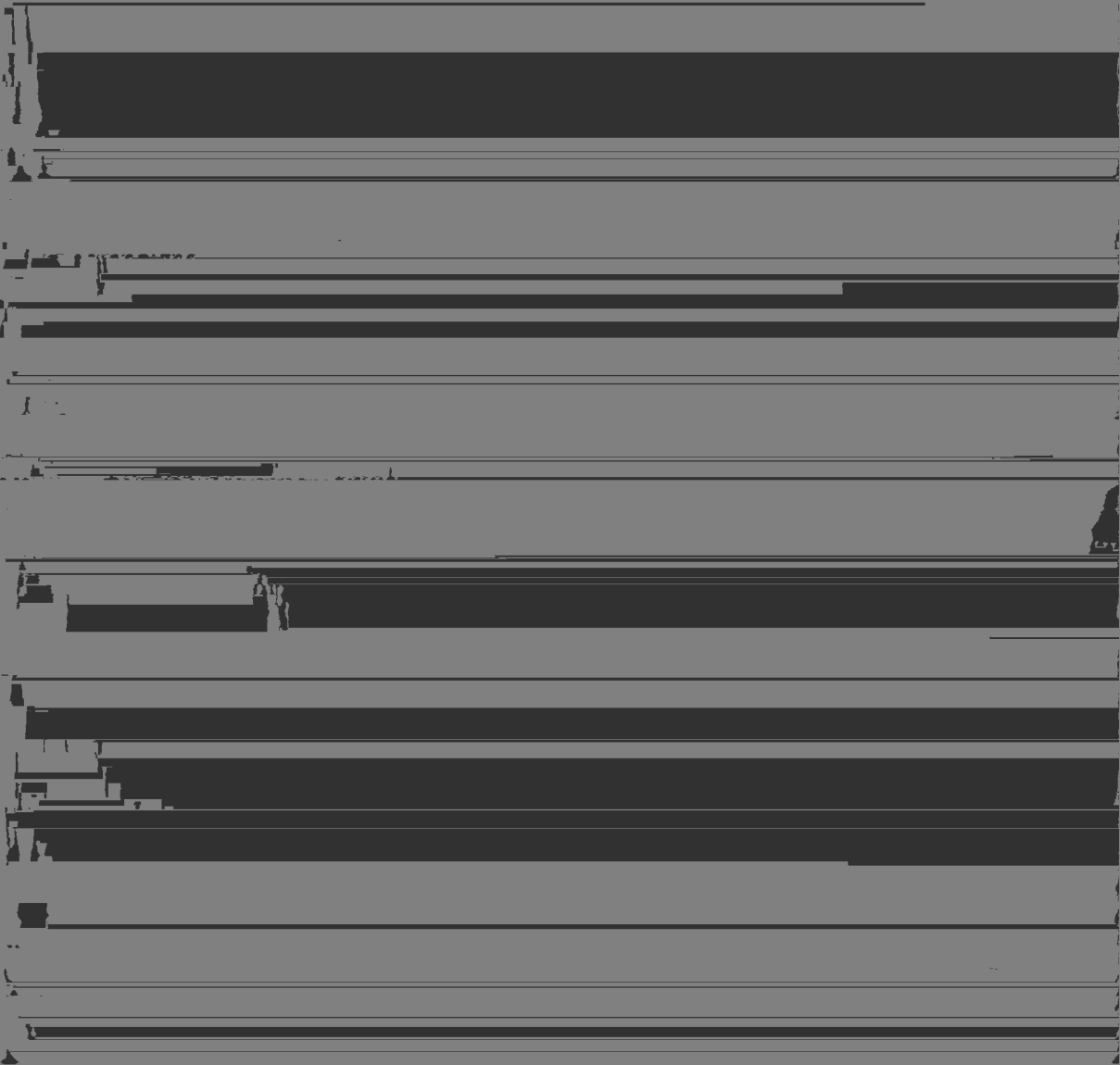
**d. Update on Campus Response to Covid-19 – Ellen Kennedy**

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 [erkshirecc.edu](mailto:erkshirecc.edu)

• [Link out of computers and laptops](#)





... 44 ... 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

### 3. Colin Sykes '09 and Jonah Sykes

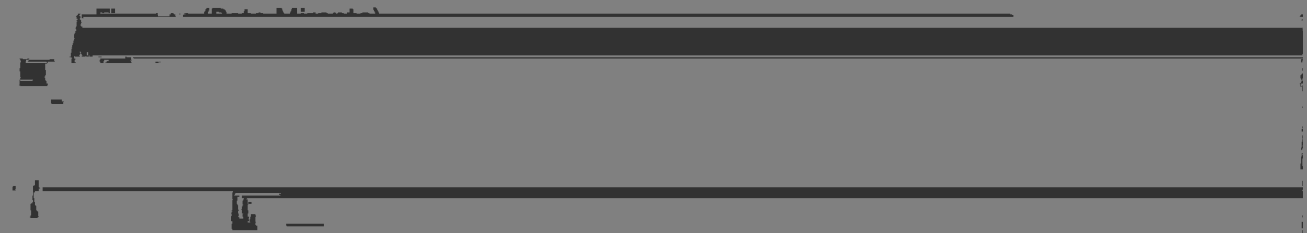
- BCC to Elms Transfer Online Panel held virtually April 14<sup>th</sup>
- 60<sup>th</sup> College Anniversary Planning is continuing to proceed



### 2. October 29<sup>th</sup>, 60<sup>th</sup> 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 20<sup>th</sup>
  4. Paint & Sip, May 8<sup>th</sup>

6.



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.

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,



Brookman

Approved:



Jan 2021

Date