



(APPROVED)

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING
June 7, 2022**

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, June 7, 2022, remotely via Zoom. Chair Bowen read the disclosure that the meeting was being recorded by PCTV. Chair Bowen called the meeting to order at 4:50PM. Heather Seely took the roll call.

PRESENT: Chair Bowen; Trustees: Chacon, Gonzalez, Kiely, Mirante, Myers,
EXCUSED: Trustee Zaffanella and Student Trustee Bliss

ALSO PRESENT: From BCC's Executive Council and President's Cabinet: President Kennedy; Vice President of Student Affairs and Enrollment Management A. Klepetar; Vice President for Administration & Finance A. Wadsworth; Vice President of Academic Affairs K. Hunter, Assistant to the President H. Seely, Director of Human Resources M. Loiodice, Director of Strategic Initiatives M. McLaughlin, Dean of Students C. Norcross
BCC Employees and Guests: C. Wynn, T. Maruco, T. Spiro, T. Westlake, M. Martin, S. Reagan, J. Sykes,
Press: PCTV

2. APPROVAL OF THE MINUTES

Upon a motion duly made by M. Myers and seconded by D. Gonzalez, it was VOTED by roll call vote, to approve the minutes of the April 26, 2022 meeting.

3. PRESIDENT'S REPORT

Thank you to Student Trustee Monica Bliss for her service over the past year. We will have a new Student Trustee joining us in August for the next academic year.

a. New Employee Introductions:

- Richard Felver, Dean of Library and Learning Commons introduced:
 - Sabrina Squires, Library Assistant III
- Ellen Kennedy, President introduced:
 - Nick Delmolino, Executive Director of Institutional Advancement
- Strategic Plan – Ellen Kennedy, President and Celia Norcross, Dean of Students, two of the Tri-Chairs working with M. McLaughlin, Director of Strategic Initiatives provided and update. Phase 4 with design of action steps, and made a few adjustments to our timeline to work this summer and across campus in fall to present to board for approval in November to move it to the MA Board of Higher Education in December, with a touch point with Department of Higher Education in October.

- New Program: Natural & Physical Sciences. Dean Frank Schickor and Professor Gina Foley presented on the program which is an A.S. Degree. The program meets all MassTransfer requirements and encompass pathways in biology, biotechnology, chemistry and physics.
 - *Upon a motion duly made by M. Myers and seconded by P. Mirante, it was VOTED by roll call vote, to approve the A.S. Degree in Natural and Physical Sciences.*
- COVID Impact:
 - Vice President of Academic Affairs K. Hunter remarked on the shifts and impacts on the pandemic on the academic affairs area and how it's changed faculty and students learning and experiences.
 - Vice President of Administration and Finance, A. Wadsworth remarked on the student experience with COVID, construction, and wayfinding.
 - Vice President of Student Engagement and Enrollment A Klepetar, Dean of Students Celia Norcross, Dean of Enrollment Management Christina Wynn. During the pandemic community colleges across the country saw a decline. We are looking at the Fall 2022 registrations and are seeing an uptick.

Students/Graduates Julia Kalinowsky and Finley Root presented on what and how they learned during the pandemic.

Dean of Enrollment Management Christina Wynn shared how the staff quickly adjusted to Zoom, Jabber and Ask Burke (chatbot) to connect with students and began to hold virtual office hours, open houses and info sessions.

4. FOUNDATION BOARD REPORT

No Report at this time

5. STUDENT TRUSTEE REPORT

No Report at this time

6. ALUMNI TRUSTEE REPORT

M. Myers noted that the Alumni Board is welcoming a new member and has some fundraising events planned for this summer.

7. SUBCOMMITTEE REPORTS

a. Finance Committee

Trustee P. Mirante reported that working on 3rd quarter update and will be seeking preliminary approval of FY23 budget.

- Finance Committee recommends that the board approve the FY22 Trust Fund Report for the third quarter ending March 31, 2022.

Upon a motion duly made by P. Mirante and seconded by M. Myers., it was VOTED by roll call vote and passed unanimously.

- *Motion made that BCC Board of Trustee approved the Preliminary FY23 Budget including expenses in the amount of \$18,400,616 which is comprised of the following:*

<i>State Appropriation</i>	<i>\$12,377,077</i>
<i>General Purpose Trust Fund</i>	<i>\$ 5,604,689</i>

Lifelong Learning Trust	\$	285,000
Designated Trust Fund	\$	69,003
Student Government Trust Fund	\$	64,847

Upon a motion duly made by P. Mirante and seconded by D, Gonzalez., it was VOTED by roll call vote and passed unanimously.

Vice President of Administration and Finance, A. Wadsworth noted that we are completing a state performance audit along with other community colleges, looking at the finance process, IT process and practices. We are noting that we need to make some updates and have started to put into place new procedures and practices within the Business Office and IT Department.

8. ADMINISTRATIVE ACTIONS

E. Kennedy presented the personnel items from April 27, 2022 to June 7, 2022.

Upon a motion duly made by L. Kiely and seconded by D. Gonzalez, it was VOTED unanimously, by roll call vote, to approve the personnel actions presented.

E. Kennedy presented sabbatical request for Adam Klepetar for two to five and a half months beginning in Fall 2022, with a flexible start date to complete his Doctorate in Education.

Upon a motion duly made by P. Mirante and seconded by L. Kiely, it was VOTED unanimously, by roll call vote, to approve the sabbatical request.

9. ADJOURNMENT

The meeting was adjourned at 6:20PM. The next scheduled meeting will be held on August 30, 2022.

DATE: June 10, 2022

Respectfully submitted,

Heather Seely

Approved:

Julie Bowen, Board Chair

Date