



(APPROVED)

BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING
September 5, 2023

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, September 5, 2023 in-person at Berkshire Community College. Chair Bowen called the meeting to order at 4:30PM and noted that a quorum was present

PRESENT: Chair Bowen; Trustees Cuyler, Gonzalez, Kiely, Moore, Myers, Vrabel, Student Trustee De Souza
ABSENT: Trustees Chacon, Mirante and Zaffanella
ALSO PRESENT: BCC President, Ellen Kennedy; Vice President for Students Affairs & Enrollment Management, Adam Klepetar; Interim Vice President for Administration & Finance, Christina Wynn; Vice President of Academic Affairs, Laurie Gordy; Assistant to the President, Heather Seely; Executive Director of Human Resources, Beth Dolan.
Additionally, M. McLaughlin, G. Foley, E. Seagrave, K. Hines

2. APPROVAL OF THE MINUTES

Upon a motion duly made by D. Gonzalez and seconded by M. Myers, it was VOTED to approve the minutes of the June 13, 2023 meeting.

3. PRESIDENT'S REPORT

Vice President for Student Affairs and Enrollment Management, A. Klepetar noted that the division has made some staffing shifts that aligns to focus on student needs, as well as focus on retention and monitor and engage with special student populations. Additionally, is rolling out a customer relations management software and plan that integrates with strategic plan, as well as recruitment, retention and student support efforts. It's the first day of classes and the enrollment numbers are optimistic as see a lot of activity ahead of last fall for both headcount and credits. BCC has been working recruitment efforts with Motimatic, EdAmerica, and info sessions for MassReconnect.

MassReconnect, is a state initiative from the Healey Administration designed to attract, incentivize and encourage diverse population of adults age 25 and older to attend college and earn a degree or certificate. Funding is available to cover tuition, fees, books/supplies for MA residents with no previous associate or baccalaureate degree and enroll as a matriculated student in a degree or certificate program for 6+ credits, and complete FAFSA. BCC is aligning student services to support those entering via MassReconnect, as well as working with faculty and staff training for working more with adult students

BCC's Strategic Plan for 2022-2027 was the focus of last semester and the work continues. We are appreciative of all those that have stepped into leadership roles and those integrating into daily work. This summer was a time for reflection of year one

accomplishments and making plans for year two action steps with the focus on moving toward objectives.

BCC's Fifth-Year Interim Report to New England Commission on Higher Education (NECHE) is due summer of 2024. Accreditation helps with quality assurance and continual improvement. The interim report provides qualitative and quantitative institutional data across nine standards and is an opportunity for review and reflection and outline focus for the next five years. NECHE Core Team is being co-chaired by Gina Foley and Erin Seagrave and includes George Ambriz, Meghan Callaghan, Liza Dister, Maureen McLaughlin, and Maureen Peterson would will be submitting the final interim five year report in August 2024.

4. FOUNDATION BOARD REPORT

L. Kiely noted that the Foundation has added Dick Kelly to the board.

A. STUDENT TRUSTEE REPORT

G. De Souza reported that SGA has started to meet and is welcoming new members with the start of the school year

B. ALUMNI TRUSTEE REPORT

M. Myers reported Harvest Run will be Saturday, October 14 at BCC and ask that you hold Wed, November 29 for an exciting Alumni Music Showcase.

8. SUBCOMMITTEE REPORTS

- A. **Finance Committee:** No report
- B. **Student Success Committee:** No report
- C. **Governance and Nominating Executive:** No report
- D. **Executive Committee:** No report

9. ADMINISTRATIVE ACTIONS

B. Dolan presented personnel actions for the period of June 14 – August 29, 2023 (attached).

Upon a motion duly made by M. Myers and seconded by L. Kiely, it was VOTED unanimously, to approve the personnel actions as presented.

10. Other Business

No Old or New Business

11. ADJOURNMENT

The meeting was adjourned at 6:02 PM with motion by M. Myers and seconded by J. Cuyler and was VOTED unanimously. The next regular scheduled meeting will be held on October 10, 2023.

DATE:

Respectfully submitted,

Heather Seely

Approved:

Julie Bowen, Board Chair

Berkshire Community College

Personnel Actions for the Period: June 14, 2023 - August 29, 2023

NAME	EFFECTIVE DATES	TITLE		ADDITIONAL INFORMATION
<u>Appointment - Non-unit Professionals</u>				
Sharon Greb	July 26, 2023	Comptroller	<i>New Role</i>	Former Director of Accounting
Ann Stevens	June 18, 2023	HR Operations & Benefits Manager	<i>New Role</i>	Former Employee Services Coordinator
Karrie Trautman	May 3, 2023	Interim Director of Student Financial Services	<i>New Role</i>	Former Coordinator of One Stop Operations
<u>Appointment - MCCC Unit Professionals</u>				
Alicia Starsja	July 10, 2023	TRIO Academic Counselor	<i>New Role</i>	Former Clerk IV, TRIO
Susan Borek	August 14, 2023	ESOL Instructor and Curriculum Coach	<i>New Role</i>	Former ESOL Teacher
Matthew Martin	August 6, 2023	Coordinator of Instructional Design	<i>New Role</i>	Former Coordinator of Learning Experience Design
<u>Appointment - Full Time Faculty</u>				
Dylan Carman	Academic Year 2023 - 2024	Temporary Assistant Professor of Biology	<i>New Role</i>	Temporary 1 Year Appointment from Adjunct Faculty Pool for Life
Margaret Goss	Academic Year 2023 - 2024	Assistant Professor of Respiratory Therapy, Curriculum Coordinator	<i>New Role</i>	Former Adjunct Faculty, Respiratory Care
Lori Wynters	Academic Year 2023 - 2024	Assistant Professor of Psychology		
Julia Gallagher	Academic Year 2023 - 2024	Assistant Professor of Nursing		