



(APPROVED)

BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING
March 12, 2024

CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, March 12, 2024 via Zoom. Chair Bowen read the disclosure that the meeting was being recorded by PCTV. Chair Bowen called the meeting to order at 4:31PM. Heather Seely took the roll call and noted that a quorum was present.

PRESENT: Chair Bowen; Trustees: Chacon, Cuyler, Gonzales, Kiely, Myers, and Student Trustee De Souza
ABSENT: Trustee Mirante, Vrabel, 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, K. Hines, R. Bucknell, J. Sykes, C. Norcross, L. Dister, M. Mueller, K. Victor

APPROVAL OF THE MINUTES

Upon a motion duly made by J. Cuyler and seconded by C. Chacon, it was VOTED by roll call to approve the minutes of the December 5, 2023 meeting.

Finance Committee

C. Chacon reported that the committee recently met and that a special meeting will be called for approval of the audit as they have been delayed due software transition during the year. Currently the staff are working with budget managers with development of the FY25. C. Wynn requested approval of the first quarter and second quarter trust fund reports that were reviewed at recent meetings.

D. Gonzalez made motion for acceptance of the FY24 Trust Fund Report for the 1st and 2nd Quarter reports, motion seconded by M. Myers, with roll call VOTE it was approved.

PRESIDENT'S REPORT

President Kennedy introduced the A. Klepetar to present on Student Needs and our Efforts, with a look at the data, recent college updates to respond to needs. Members went into break out rooms for eight minutes to look at data and the following questions: what do you notice? and what is surprising to you and what isn't? Food Insecurity: it is shocking to see such a basic need within our student body that are worried about food and affording balanced meals. Engagement: Wonder how our students define support and the challenge of encouraging contact within community colleges where students tend to come to campus only for classes. Withdrawal: Not a great surprise for the reason, but have an opportunity to engage and make sure students are supported and feel supported by college.

C. Norcross noted that we are actively working to meet the basic needs. On campus we have been working on food security via our Campus Cupboard and it is now part of the Western MA Food Bank distribution centers. We have community fridges that we are stocking with home for students. We have received additional funds to connect to local farming and fresh food opportunities. Over 550 students signed into the Campus Cupboard from the January through March, average of 2 visits per person per month. We have been working with BRTA on schedule for when it comes and goes from

campus to align more with class schedules. A. Klepetar noted we gather a lot of data and we are working to get info and respond just in time. We have a new partnership with a program that will respond to students via Burke 24 hours a day and the data request goes to a person for follow-up where needed.

C. Norcross introduced Kavita Victor who is nearing graduation and she like all students have a story. K. Victor shared that without the programs on campus she wouldn't have been able to be nearing graduation, and been able to get the help needed from all areas, including faculty members and has been supported along the journey.

MACC budget priorities are noted in board packets and we are looking at the data from Mass ReConnect students in getting them to enroll and also to persist from semester to semester, we are reviewing more closely by age groups. Additionally, looking at SUCCESS students are how they are tracking fall to fall and how we are engaging them. Dual and Concurrent Enrollment we look at if the students matriculate and credits generated by those students.

We have a student working on the campus garden; the campus café prices generally less expensive than some other places around the area. At this time, we don't have ability to take EBT on campus, and are working with students getting. J. Cuyler suggested connecting with House of Correction regarding donations of lettuce.

L. Gordy presented the Addiction Counselor Education Certificate program change, the change is that it aligns with industry recognized credential, prepares them upon graduation to take Certified Alcohol and Drug Counseling (CADA) Certificate; increase from 27 to 29 credits, removal of ENG 101 and additional hours of field work practicum hours.

M. Myers made motion for approval of the changes to Addiction Counselor Education Certificate, motion seconded by J. Cuyler with roll call VOTE it was approved.

FOUNDATION BOARD REPORT

L. Kiely noted meet in January and reviewed finances and noted donations are exceeding expectations due to a match grant. 40 Under Forty is coming up in March 28 and we hope that many of you will be able to attend this event and fundraiser for the Foundation.

STUDENT TRUSTEE REPORT

G. De Souza reported that members of SGA is holding events on campus on various topics. Additionally, working on the SGA constitution.

ALUMNI TRUSTEE REPORT

M. Myers reported that the alumni board has three more members and it meeting on regular basis. Association will have members present at 40 Under Forty and connecting with alumni and awardees.

SUBCOMMITTEE REPORTS

- A. **Student Success Committee:** M. Myers reported that the committee met recently and that bring forward to certificates for approval that are outlined in board packets. Culinary Arts Certificate will be 16-credits designed to be completed in one semester, though can be completed part-time. Includes paid internships in second half of semester. Human Services Introductory Certificate is a shorter program to offer a particular set of skills, designed to be completed part-time over the course of a year and is a first step to the associate degree.

M. Myers made motion for approval of the changes to Culinary Arts Certificate, motion seconded by D. Gonzalez with roll call VOTE it was approved.

M. Myers made motion for approval of the changes to Human Services Certificate, motion seconded by J. Cuyler with roll call VOTE it was approved.

- B. **Governance and Nominating Executive:** D. Gonzalez reported out on the Board Self Evaluation and noted that we continue to look at this feedback and ways to engage board with College. Additionally, reported that the Alumni Association recently complete election for alumni elected trustee and M. Myers has been re-elected to serve another term. We are awaiting word from DHE and PENC on reappointments that before them and working within the systems to fill our vacant seat.
- C. **Executive Committee:** J. Bowen provided update that we are awaiting memo from Commissioner for information on presidential evaluation process for FY24 and will be working on that more this spring.

ADMINISTRATIVE ACTIONS

B. Dolan presented personnel actions for the period of December 5, 2023 – March 11, 2024 (attached).

Upon a motion duly made by M. Myers and seconded by G. Souza, it was VOTED unanimously via roll to approve the personnel actions as presented.

ADJOURNMENT

The meeting was adjourned at 5:56 PM with motion by J. Cuyler and seconded by M. Myers and was VOTED unanimously. The next regular scheduled meeting will be held on April 23, 2024.

DATE:

Respectfully submitted,

Heather Seely

Approved:

Julie Bowen, Board Chair

Berkshire Community College
 Personnel Actions for the Period: December 5, 2023 - March 11, 2024

NAME	EFFECTIVE DATES	TITLE
<u>Appointment - AFSCME</u>		
Darlene McCauley	January 22, 2024	Clerk IV - Student Support Services
<u>Appointment - Non-unit Professionals</u>		
Linda Clairmont	February 5, 2024	Executive Director of Workforce Development & Community Education
Tonya Santaniello	February 12, 2024	HR Data Specialist (Half Time)
Abby Powers	February 19, 2024	Interim Student Engagement and Communications Specialist
<u>Appointment - MCCC Unit Professionals</u>		
Cody Scolforo	January 7, 2024	Special Programs Coordinator - Digital Technology Coach
Erin Milne	January 11, 2024	Academic Coordinator - Integrative Learning
Darcie Lampiasi	February 12, 2024	Food Security Coordinator
<u>Appointment - Full Time Faculty</u>		
Sanah Fouz	January 17, 2024	Assistant Professor - Nursing
Valerie Rose	January 17, 2024	Assistant Professor - Respiratory Therapy
<u>Change of Position</u>		
Dominic Castagna	September 24, 2023	AFSCME: Clerk IV (reclassification)
Kenneth Newberry	December 31, 2023	AFSCME: Administrative Assistant I (reclassification)
Elizabeth Puntin	December 31, 2023	AFSCME: Administrative Assistant I (reclassification)
Eleanore Goerlach	January 28, 2024	AFSCME: Library Assistant II (reclassification)
Christopher DeGray	January 1, 2024	NUP: Executive Director of Facilities & Capital Planning (promotion)
George Ambriz	February 5, 2024	NUP: Interim Assistant Dean of TRIO and Student Success (change in position)
Elizabeth Dister	February 5, 2024	NUP: Interim Assistant Dean of Enrollment Management and Student Success (change in position)
Tom Warner	February 18, 2024	NUP: Senior Network & Data Warehouse Administrator (promotion)
Jennifer Larkin	October 8, 2023	MCCC Unit Professionals: Coordinator of Financial Aid & Scholarship Programs (reclassification)
Casey Young	January 29, 2024	MCCC Unit Professionals: Enrollment Counselor (change in position)