

(APPROVED)

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS****MINUTES OF TRUSTEES MEETING
March 29, 2022****1. CONVENING**

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, March 29, 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 4:32PM. Heather Seely took the roll call.

PRESENT: Chair Bowen; Trustees: Bliss, Chacon (joined at 4:45pm), Gonzalez, Kiely, Mirante, Myers
EXCUSED: Zaffanella
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, Dean of Nursing L. Moon, Director of Strategic Initiatives M. McLaughlin, Dean of Students C. Norcross
BCC Employees and Guests: D. Ellsworth, C. Wynn, G. Ambriz, R. Felver, K. Hines, D. Ellsworth, J. Fitzgerald, J. Weiner, M. Goss, T. Carey, R. Langsdale, P. Farkas, C. DeGray, M. Whilden, C. Norcross, K. Hines, D. Sarlin
Press: Jeffrey Vecellio and David Cachat (PCTV)

2. PUBLIC COMMENT

M. Goss and T. Carey spoke in regard to the Respiratory Therapy Program at BCC and requested review of the program as it is and integral part of our state's ecosystem in the respiratory profession. Chair Bowen noted that the Academic Planning Committee will review.

3. 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 January 25, 2022 meeting.

4. PRESIDENT'S REPORT**a. New Employee Introductions:**

- Kierstyn Hunter, Vice President of Academic Affairs introduced:
 - Peter Farkas, Associate Director of Workforce Development;
 - Deborah Sarlin, Executive Director of Workforce Development
- Richard Felver, Dean of the Library and Learning Commons introduced:
 - Justine Fitzgerald, Coordinator of Learning Services

- Christina Wynn, Dean of Enrollment Management introduced:
 - Cheryl Mirer, Enrollment Counselor
 - Chris DeGray, Director of Facilities introduced:
 - Deborah Ellsworth, Administrative Assistant I to the Director of Facilities
 - Megan Whilden, Executive Director of OLLI introduced:
 - Judith Weiner, Administrative Assistant to Executive Director of OLLI
 - Rae Langsdale, Clerk for OLLI
- b. Enrollment Update – Adam Klepetar, Vice President of Student Affairs & Enrollment Management
- Review of definitions with regard to retention: persistence, progression, retention, completion/graduation.
 - BCC retention over 10 years, we do see a drop from fall to spring, but our fall-to-fall is consistently around 50-55% which aligns with national average within community colleges.
 - Review of BCC persistence with equity lens by sex and race.
 - SUCCESS has been doing a great deal this year and seeing good persistence with those that we are able to engage with, with 237 students served in Fall 2021.
- c. Achieving the Dream (ATD) – Adam Klepetar, Vice President of Student Affairs & Enrollment Management and Kierstyn Hunter, Vice President of Academic Affairs
- BCC had 13 staff participate in the Dream 2022 conference that presented opportunities to effect meaningful change to our community.
 - BCC ATD Action Plan focuses on two major initiatives:
 - Liberal Arts Program Revision that has courses align with liberal arts programs to careers, development of digital skills, the future of work;
 - Expanding Coaching to reach more students to ensure student gain a set of tools and skills and competencies that position them to adapt to quickly changing conditions in digital economy and workforce.
- d. Academic Affairs Update – Kierstyn Hunter, Vice President of Academic Affairs
- Academic Programs: In the process of looking at how we review programs and the ways in which we work together and the focus on what’s next at the College and within Berkshire County and look at program reviews to see how we align with the market needs. Working this year on an Academic Master Plan.
 - Curricular Innovations: Getting folks to think creative and collaboratively and to work with accelerated terms, OER, certificates, experiential learning opportunities.
- e. 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. We are in Phase 4 – Design for our Strategic Plan process with working on strategy and action plans.
- We have been engaging campus-wide with review and seeking input for our Mission, Vision and Values statements. The first draft is out for comments.

- Phase 4: Design. This is where we get to plan and put actions steps into the plan along with strategies using the SMART-goal framework (Specific, Measurable, Attainable, Relevant, Time-bound). We have added equity and inclusion.
- Critical Path timelines has us bringing to board in April, sharing with the DHE for recommendations in May and then for final approval to Board in June and submission to Board of Higher Education in June.

5. FOUNDATION BOARD REPORT

Trustee L. Kiely reported the following:

- We are getting funds from the federal government for simulation equipment for nursing program;
- New Executive Director has been hired and will start in May. We are excited to have them join the team and introduce them in June;
- Awards Night will be in-person on June 2 on campus.

6. STUDENT TRUSTEE REPORT

Student Trustee M. Bliss reported the following:

- Undergraduate Scholars Conference held recently and upcoming is a Career Fair with over 15 employers expected;
- Phi Beta Kapp has five star status and a reach award chapter;
- BCC Players are presenting for spring production “Rabbit Hole” opening April 22 and runs over two weekends

7. ALUMNI TRUSTEE REPORT

Trustee M. Myers reported that they are working on recruitment for board members and a newsletter with be out soon.

8. SUBCOMMITTEE REPORTS

a. Finance Committee

Trustee P. Mirante reported the following:

FY23 Budget is underway and hope to have a preliminary budget for review soon.

Andrea Wadsworth, Vice President of Administration & Finance presented a budget update and shared an overview of state appropriation (salaries) and general trust funds. Capital Projects are on-going and have other projects scheduled for summer and fall.

b. Nominating Committee

Trustee L. Kiely reported that the committee met to review by-laws, including committees and meeting timeline, order of business.

The committee is recommending updating the committees to have the following: executive, finance and audit, governance, and student success, and ad hoc as needed. Reviewed membership of Executive Committee and role as they would take on the President Evaluation that has been with the human resource committee.

Next steps will be for committees to review their charges and submit revised scope to nominating for review. The proposed revisions will be reviewed again in April and final review and vote in June at the Annual Meeting.

We are awaiting news from the PENC and Governor regarding appointment of new members to fill vacancies and re-appointments.

9. ADMINISTRATIVE ACTIONS

M Loiodice presented the personnel items from January 26, 2022 to March 28, 2022. Including new staff appointments, reappointments, and sabbatical for Dr. Charles Park and change of status for Dr. Melody Fisher.

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

10. OTHER BUSINESS

Chair Bowen recently attended the ACCT conference in Philadelphia with Trustee M. Myers and President Kennedy. Please consider attending the fall conference in NYC.

11. ADJOURNMENT

The meeting was adjourned at 6:40PM. The next scheduled meeting will be held on April 26, 2022.

DATE: April 1, 2022

Respectfully submitted,

Heather Seely

Approved:

Julie Bowen, Board Chair

Date