



(APPROVED)

**BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING  
April 25, 2023**

**1. CONVENING**

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, April 25, 2023, remotely via Zoom. Chair Bowen read the disclosure that the meeting was being recorded by PCTV. Chair Bowen called the meeting to order at 4:30PM. Heather Seely took the roll call.

**PRESENT:** Chair Bowen; Trustees: Bateman, Cuyler, Gonzalez, Kiely, Mirante, Vrabel, Chacon, Myers

**EXCUSED:** Trustees: Moore and Zaffanella

**ALSO PRESENT:** From BCC's Executive Council: President Kennedy; Vice President of Student Affairs and Enrollment Management A. Klepetar; Interim Vice President of Academic Affairs L. Gordy, Interim Vice President of Administration and Finance C. Wynn, Vice President of Institutional Advancement L. Lydon, Assistant to the President H. Seely; Additional BCC Employees: M. McLaughlin, R. Bucknell, K. Hines, C. Norcross, L. Isham-Morton, G. Ambriz, E. Dister  
Press: PCTV

**2. APPROVAL OF THE MINUTES**

*Upon a motion duly made by J. Cuyler and seconded by J. Vrabel, it was VOTED by roll call vote, to approve the minutes of the March 28, 2023 meeting.*

**3. PRESIDENT'S REPORT**

Strategic Plan presentation from George Ambriz, Assistant Dean of Student Affairs / Director of SUCCESS, Lyndsay Isham-Morton, Director of Academic and Transfer Advising, Liza Dister, Student SUCCESS Assessment and Research Analyst present on Foci I.A.1 Comprehensive advising, coaching and mentoring student support. Group has been working on co-curricular collaboration and defining common language for advising, coaching and mentoring and developing definitions for use across campus. Additionally, have been working key stakeholders and work within small groups. Working to define was focused on being student-centered across all areas and are now drafting definitions for each area.

Adam Klepetar presented an enrollment update noting we have a number of tools to assist with projections. We are pleased that based upon models our Spring FTE out projected the model. Spring headcount up 1.56 with FTE up 1.85%, with day in-person TO 20%. We are looking to work more on our adult student engagement as we get more applications from those not direct from high school, but they don't enroll. We are seeing students taking more online courses, especially as we've changed offerings and from the pandemic and high school students are more comfortable with online for concurrent enrollment. 87 students in TRiO and SUCCESS.

**A. FOUNDATION BOARD REPORT**

L. Kiely reported that seeing that donation numbers are up, with one good sized estate gift and a number of donations eligible for a state match. The annual fund letters are in the mail.

**B. STUDENT TRUSTEE REPORT**

A. Bateman reported that Student Government Association (SGA) has held elections and the next Student Trustee will be Gloria Souza and noted that it has been a pleasure serving this year as the student representative.

**C. ALUMNI TRUSTEE REPORT**

M. Myers reported that are seeking nominations for the Dan Dillon '62 Heart of Service Alumni Award. Additionally, will have a ribbon cutting for Falcon's Perch the concession station at the turf field.

**8. SUBCOMMITTEE REPORTS**

**A. Finance Committee**

P. Mirante reported that the committee meet and notes the FY24 planning is on process and managers are meeting to review adjustments to bring forward a balanced budget Additionally committee discussed reviewing short term investments and ways to capitalize on funds in banks. FY23 is wrapping up and the managers and business office are working on year end spending. Conversations have been happening with our main bank and also talking with other financial institutions regarding short term investments and best ways to capitalize on them.

*P. Mirante made motion for acceptance of the FY23 Trust Fund Report for the 3<sup>rd</sup> Quarter ending March 31, 2023, motion seconded by M. Myers, with roll call VOTE it was approved.*

**B. Student Success Committee**

M. Myers noted committee met and are taking around the core competency requirements.

**C. Governance Executive**

D. Gonzalez noted that the committee been reviewing the self-assessment results and looking to work to define effectiveness and continue to have dialogue and share information on where and when board can be more engaged and work to assist understanding financial oversight role.

**D. Executive Committee**

J. Bowen noted comprehensive presidential evaluation year and ACCT is working on the surveys and evaluations with work to completed in May and presented at the June meeting.

**9. ADMINISTRATIVE ACTIONS**

President Kennedy presented the personnel items from March 2023 to April 2023,

*Upon a motion duly made by J. Vrabel and seconded by M. Myers, it was VOTED unanimously, by roll call vote, to approve the personnel actions as updated.*

**10. New Business**

J. Bowen noted we have been asking a lot from our members lately and would ask that if possible to consider participating in the DEI Focus Groups if schedules permit.

Request at 5:55pm to go into Executive Session to discuss Honors and Awards.

*Upon a motion duly made by M. Myers and seconded by P. Mirante to go into Executive Session*

*and adjourn from there, it was VOTED unanimously, by roll call vote, to approve the personnel actions as updated.*

**11. ADJOURNMENT**

The meeting was adjourned from Executive Session at 6:08 with motion by M. Myer and seconded by A. Bateman and was VOTED unanimously, by roll call vote. The next regular scheduled meeting will be held on June 13, 2023.

DATE:

Respectfully submitted,

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Heather Seely

Approved:

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Julie Bowen, Board Chair