



(APPROVED)

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING
August 30 2022**

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, August 30, 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: Bateman Chacon, Gonzalez, Mirante, Myers
EXCUSED: Trustees Kiely, Moore and Zaffanella

ALSO PRESENT: From BCC's Executive Council and President's Cabinet Members: 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: L. Gordy, G. Russett, S. Grady, L. Isham-Moton, C. Wynn, J. Filippi, R. Duffy, T. Buckley, M. Callaghan, E. Lynn, L. Schwabe, K. Wanamaker, C. Wilson, A. Erickson
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 June 7, 2022 meeting.

3. PRESIDENT'S REPORT

- a. New Employee Introductions:
 - President Kennedy shared that Kierstyn Hunter will be leaving at end of the month.
 - Gary Russett, Comptroller introduced:
 - Jennifer Filippi, Accountant III
 - Ellen Kennedy, President introduced:
 - Rochelle Duffy, Admin Asst II for Continuing Education and Workforce Development
 - Toni Buckley, Director of Diversity, Equity, and Inclusion
 - Laurie Gordy, Interim Vice President of Academic Affairs
 - Matt Muller, Interim Dean of Humanities, Behavioral and Social Sciences
 - Kierstyn Hunter, Vice President of Academic Affairs introduced:
 - Meghan Callaghan, Dean of Teaching and Learning
 - Erin Lynn, Director of Academic Operations
 - Liesl Schwabe, Coordinator of Writing Across the Curriculum
 - Colin Wilson, Director of Berkshire Science Commons
 - Sean Grady, HR Business and Communications Manager introduced:
 - Kirsten Wanamaker, Human Resources Staff Assistant

- Organizational Structure Update – President Kennedy shared that a few changes have been made to the organizational reporting lines and some new positions added. Added the Director of Director of Diversity, Equity & Inclusion new position under the President’s Office, additionally Community Education & Workforce Development are again under the President’s Office. STEM & Allied Health now will include Business, Fire Science and Culinary & Hospitality. Will have two interim positions for the fall: Vice President of Academic Affairs and Dean of Humanities, Behavioral and Social Sciences. K. Hunter shared that under the Academic Affairs Division the main highlight is adding in the Writing Across the Curriculum position and shifting Business, Fire Science and Culinary. A. Klepetar noted that Student Affairs and Enrollment Management noted that are adding a analyst under division with SUCCESS funding. Additionally, it was noted that have been expanding President’s Cabinet with additional leaderships roles being added to the college.
- Enrollment Update – Adam Klepetar, Vice President for Student Affairs & Enrollment Management noted that at this time of the year the numbers are fluid as students continue to register. We are up a little with new applications. We are down with FTE and headcount as we are about to start the semester but seeing some more diversity with student population. Working on strategies for enrollment growth in several areas including paraprofessionals, early college, nursing and expanding offerings and links between for-credit and non-credit offerings.
- Strategic Plan is moving along and we are now in Phase 5: Deliver. We have been doing listening and discussion sessions all summer and will continue this fall with faculty and students and will revise with feedback to present a draft to DHE in October and present for approval to Board in November for submission to Board of Higher Education in December.

4. FOUNDATION BOARD REPORT

H. Seely shared out that Forty Under Forty is coming up on Sept 20 on campus. Additionally, back this year will be the Harvest Run on October 15 in partnership with Berkshire Healthcare and registration is via the Berkshire Running Center.

5. STUDENT TRUSTEE REPORT

A. Bateman reported the Student Government Association is doing some outreach and meet & greets to engage more members for the coming year as membership is low based on graduations in May.

6. ALUMNI TRUSTEE REPORT

M. Myers noted that the Alumni Board is busy being out at events this summer and planning for the fall to be out and about connecting with the community and alumni.

A. SUBCOMMITTEE REPORTS

a. Finance Committee

Trustee P. Mirante reported that the business office is working at closing out FY22, within the current FY23 budget and already planning for FY24. A five-year contract has been signed with Grey Associates to review our academic programs. The Finance Committee has gotten an update on the State Performance Audit and the finding and actions to correct items identified. The committee will also be reviewing bank account policies and investment policies.

7. **ADMINISTRATIVE ACTIONS**

M. Liodice presented the personnel items from June 8, 2022 to August 30, 2022.

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.

8. **ADJOURNMENT**

The meeting was adjourned at 5:54M. The next scheduled meeting will be held on October 11, 2022.

DATE: September 14, 2022

Respectfully submitted,

Heather Seely

Approved:

Julie Bowen, Board Chair

Date