

(APPROVED)

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS****MINUTES OF TRUSTEES MEETING
January 25, 2022****1. CONVENING**

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, January 25, 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, Gonzalez (joined at 4:37pm), Kiely, Mirante, Myers, and Zaffanella (left at 6:05pm)

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. Liodice, Dean of Nursing L. Moon, Director of Strategic Initiatives M. McLaughlin, Dean of Students C. Norcross
BCC Employees and Guests: C. Wynn, G. Ambriz, L. Isham-Morton, L Gordy, R. Felver, F. Schikor, K. Hines, G. Russett, A. Icenia, G. Martinez, J. DeGaetano, T. Maruco, D. Castagna, S. Blizzard, P. Mattingly
Press: Jeffrey Vecellio and David Cachat (PCTV)

2. APPROVAL OF THE MINUTES

Upon a motion duly made by M. Myers and seconded by C. Zaffanella, it was VOTED by roll call vote, to approve the minutes of the December 7, 2021 meeting.

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

- George Ambriz, Assistant Dean of Student Affairs introduced:
 - Sarah Blizzard, Coordinator of the MADE Center;
 - Alexa Icenia, Academic Counselor MADE Center;
 - Gabriella Martinez, Clerk IV for the SUCCESS Initiative
- Andrea Wadsworth, Vice President of Administration and Finance introduced Gary Russet, Comptroller
- Laurie Gordy, Dean of Humanities, Behavioral & Social Sciences introduced:
 - Jordan DeGaetano, Academic Success Coach for English Composition
- Richard Felver, Dean of the Library and Learning Commons introduced:
 - Domenic Castagna, Clerk III Testing Center

- Lori Moon, Dean of Nursing introduced:
 - Crystal Kruszyna, Assistant Professor of Nursing;
 - Sophie Jannen, Assistant Professor of Nursing;
 - Kimberly VanDeusen, Assistant Professor of Nursing
 - Kierstyn Hunter, Vice President of Academic Affairs introduced Tattiya Maruco, Interim Dean of Teaching and Learning
- b. Enrollment Update – Adam Klepetar, Vice President of Student Affairs & Enrollment Management
- Spring 2022 Applications and Registrations are +3% over last year; headcount & FTE down 4% over Spring 2021;
 - Dual Enrollment is down significantly from Spring 2021 to Spring 2022, as last year a lot was influx and on pause in the high schools which led to bump in numbers;
 - Nursing is largest program and Pre-Nursing second largest program at this time.
 - Retention from 2011 to present has seen flat with some ups and downs across populations for first year students; we know that students that take 4-5 courses we are able to retain better and persist; we have more part-time than full-time students. We are doing well with retention and enrollment compared to our sister colleges across the state.
- c. Review Mission Statement lead by M. McLaughlin, Director of Strategic Initiatives. We are in Phase 3 – Dream of our Strategic Planning Process which includes the Mission and Vision Statement review and input. The board went into breakout rooms to complete mission exercise.
- d. New Certificate Programs: Technical Theatre and Advanced Manufacturing Technician from K. Hunter, Vice President for Academic Affairs presented the certificates including the course listings: Technical Theatre Certificate – 26 credits; Advanced Manufacturing Technician Certificate – 25 credits. Request was made that with future programs brought forward to show how it fits needs in the community and workforce and plans for filling the seats.

Upon a motion duly made by M. Myers and seconded by C. Zaffanella, it was VOTED by roll call vote, to approve the certificate programs.

- e. Shared Governance is starting this semester in pilot mode, we will update as the process moves along.

4. FOUNDATION BOARD REPORT

No report at this time, meeting is later this week

5. STUDENT TRUSTEE REPORT

Student Trustee M. Bliss reported the following:

- o Students continue to have concern over lack of access to food on campus and are concerned with limited offerings at this time of random food trucks, vending machines and some snack baskets. Students priority is hot food and social gathering space and dietary needs, especially diabetics.

- President Kennedy noted with the pandemic and construction we have had to take out the full cafeteria options, we are still looking at options for spring semester and long term options for next year.
- SGA met today and filled seats for Shared Governance
- Additionally, asked what Trustees would like within reports.
 - If you have items you would like from the Student Trustee report please email those to Chair Bowen to share with M. Bliss.

6. ALUMNI TRUSTEE REPORT

Trustee Myers reported that they are working on recruitment for board members. Additionally, the deadline is approaching for the Daniel Dillon Heart of Service Award, please encourage submissions.

7. SUBCOMMITTEE REPORTS

a. Finance Committee

Trustee Mirante reported the following:

FY22 at this time is about 60% of revenue and 40% of expenses; 2nd Quarter Trust Fund Report

Upon a motion duly made P. Mirante and seconded by M. Myers, it was VOTED by roll call vote, to accept the FY22 Trust Fund Report for the second quarter report.

FY23 Budget is underway and hope to have a preliminary budget for review at March meeting.

COVID Update – 98% compliance at this time with vaccination mandate.

Additionally, need to bring forward motions to get bank accounts updated due to recent staff changes. Motions put forth:

Upon a motion duly made P. Mirante and seconded by M. Myers, it was VOTED by roll call vote, to remove John Law and Mitchell Saviski from all bank accounts at Berkshire Bank, Greylock Federal Credit Union and People’s Bank.

Upon a motion duly made P. Mirante and seconded by M. Myers, it was VOTED by roll call vote, to add the following staff: Andrea Wadsworth and Gary Russett to all bank accounts at Berkshire Bank, Greylock Federal Credit Union and People’s Bank.

b. Academic Planning Committee

Trustee Myers reported that the committee met in November and are working with the new Vice President of Academic Affairs regarding Academic Master Plan.

c. Human Resources Committee

Chair Bowen reported on behalf of Trustee Zaffanella that the board has completed an 18 month evaluation of President Kennedy over the last few months. The full report was presented to President Kennedy and for the formal records note from the report:

“As an overview, we continue to find that Dr. Kennedy performs at an exceptionally high level. She exhibits broad, inclusive leadership. She institutes appropriate change in anticipation of needs. And she is sensitive both to her written goals and to the extensive range of responsibilities that are not captured in her goals. It is fair to say that Dr. Kennedy has the trust and respect of the BOT, and we recommend her for the maximum raise allowable by the DHE.”

Upon a motion duly made M. Myers and seconded by P. Mirante, it was VOTED by roll call vote, to accept and approve the Presidents Evaluation.

d. Nominating Committee

Trustee Kiely reported that the committee has met and will be putting forth re-appointment and appointment information. Additionally, will be taking on a review of the current by-laws and see if any updates are needed at this time. We will also begin the board self-evaluation process.

8. ADMINISTRATIVE ACTIONS

M Loiodice presented the personnel items from December 8, 2021 to January 25, 2022.

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

9. OTHER BUSINESS

10. ADJOURNMENT

The meeting was adjourned at 6:40PM. The next scheduled meeting will be held on March 29, 2022.

DATE: February 7, 2022

Respectfully submitted,

Heather Seely

Approved:

Julie Bowen, Board Chair

Date