



(APPROVED)

**BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING  
June 11, 2024**

**CONVENING**

A regular meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, June 11, 2024 in person. Chair Bowen called the meeting to order at 4:38PM. Heather Seely took the roll call and noted that a quorum was present.

**PRESENT:** Chair Bowen; Trustees: Chacon, Cuyler (joined at 4:45pm), Gonzales, Kiely, Myers, and Student Trustee De Souza, Mirante, Zaffanella (via phone)  
**ABSENT:** Vrabel  
**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  
Additionally, L. Clairmont, S. Greb, N. Mooney, G. Tabor, K. Breault, T. Medina Olivo  
Media: PCTV

**APPROVAL OF THE MINUTES**

*Upon a motion duly made by M. Myers and seconded by C. Chacon, it was VOTED by roll call to approve the minutes of the April 23, 2024 meeting.*

Chair Bowen noted that the staff from Withum would be joining via Zoom at 5pm to present audit and would progress via agenda until 5pm and resume after presentation and discussion of the audit.

**PRESIDENT'S REPORT**

President Kennedy introduced Geoff Tabor, Coordinator of Transfer Affairs and PTK who shared that Mari Dus and William Garrity, both recent graduates were recently honored at the MA State House in Boston as members of the All-Massachusetts Academic Team. Mari additionally won a spot on the 2024 All-USA Academic Team and New Century Transfer Scholar. William additionally was selected as Coca-Cola Bronze Scholar, which comes with a scholarship as well.

**FOUNDATION BOARD REPORT**

No Report

**STUDENT TRUSTEE REPORT**

G. De Souza noted she was thankful for opportunity to serve as student trustee and thanked members for participating on Commencement. She introduced the incoming student trustee, Tink Medina Olivo who she noted will work to engage students and bring forward the student voice as needed.

**ALUMNI TRUSTEE REPORT**

M. Myers reported that alumni board members were present at Awards Night and Commencement. The Alumni Association Board has their annual meeting at the end of June and will have a new slate of officers starting July

**SUBCOMMITTEE REPORTS**

**Student Success Committee:** No Report

**Governance and Nominating Executive:** D. Gonzalez reported have a full slate of members with recent appointment of Michelle Rivers Murphy and reappointments of C. Chacon and J. Vrabel and the pending reappointment of D.

Gonzalez. If you have names of potential members please share them with her or Chair Bowen to begin dialogue as it can be a lengthy process to work the process with DHE and PENC.

### **ADMINISTRATIVE ACTIONS**

E. Kennedy presented personnel actions for the period of April 23, 2024 to June 10, 2024 (attached).

*Upon a motion duly made by D. Gonzalez and seconded by J. Cuyler, it was VOTED unanimously via roll to approve the personnel actions as presented.*

*Additionally, upon a motion duly made by M. Myers and seconded by G. Souza, it was VOTED unanimously via roll to approve the sabbatical for Gina Foley.*

### **AUDIT REPORT**

D. Dilulis and D. Kosaw from Withum presented the findings from BCC's FY23 Audit noting this was a delayed audit due to several factors and that they are working already with the staff to be back on track for FY24 audit. The required communications were reviewed as well as the findings.

*Motion by M. Myers and seconded by C. Chacon that the Trustees accepts the FY23 Financial Audit Report, it was VOTED by roll call vote to accept.*

### **PRESIDENT'S REPORT, continued**

President Kennedy introduced Jake Eberwein and B. Sheran from BERK12 who provided an overview of the need and work that has been happening with BERK12 and noted that BCC is a great conveyer partner for this work to help serve and bring together the players in County and enhance student opportunities.

L. Clairmont presented on Workforce Development and Community Education noting that the team is building programs and the brand and working to bridge the needs with the businesses and connecting partners to offer support and programs based on needs, as well as exploring funding opportunities for program development and student costs,

### **SUBCOMMITTEE REPORTS**

#### **A. Finance Committee**

Mirante noted that committee met with the auditors ahead of this meeting to review in detail the draft audit, as well as the preliminary FY25 budget. The committee is recommending a fee increase and noted that projections on enrollment are strong. The committee puts forth the following:

*The Finance Committee of the BCC Board of Trustees recommends the acceptance of the FY23 draft financial audit performed by Withum. Motion by M. Myers and seconded by C. Chacon that the Trustees accepts the FY23 Draft Financial Audit Report, it was VOTED by roll call vote to accept, with C. Zaffanella abstaining.*

*The Finance Committee of the BCC Board of Trustees recommends they accept the FY23 A-133 Audit Report, and any adjustments to the FY 23 Financial Statements should this be required before the next regularly scheduled Board meeting. The Finance Committee will report on any actions at the next meeting of the full board. Motion by M. Myers and seconded by D. Gonzalez that the Finance Committee accepts the FY23 A-133 and any adjustments to the Financial Audit Report, it was VOTED by roll call vote to accept.*

There was a discussion of raising student fees by \$10 to account for budgetary shortfalls. C Wynn met with the SGA to review the fee increase in May, and the SGA unanimously approved. Discussion ensued around the increase and C Wynn informed the Board that nearly all of the 14 CCs were raising fees between 3-10%.

The Finance Committee of the BCC Board of Trustees recommends to the BCC Board of Trustees approve an increase of \$10 per credit for college services fees. Motion by D. Gonzalez and seconded by L. Kiely that the Trustees increases college services fees by \$10 per credit, it was VOTED by roll call vote to accept.

The Finance Committee of the BCC Board of Trustees recommends to the BCC Board of Trustees approval of the Preliminary FY25 Budget, including expenses in the amount of 22,746,030, which are comprised of the following:

State Appropriation	\$	15,207,464
General Purpose Trust Fund	\$	6,864,369
Lifelong Learning Trust Fund	\$	421,450
Designated Trust Fund	\$	159,564
Student Government Trust Fund	\$	53,581

Motion by D. Gonzalez and seconded by J. Cuyler that the Trustees approve the Preliminary FY25 Budget as recommended by the Finance Committee, it was VOTED by roll call vote to accept.

**B. Executive Committee:**

J. Bowen thanked members of the committee, board and staff for participating in this year’s presidential evaluation process and thanked President Kennedy for her self-evaluation. The Executive Committee has met with President Kennedy to review this year’s evaluation and expresses gratitude for her commitment to the college staff, faculty, students and overall work of community colleges in the Commonwealth. J. Bowen asked the board if they have any questions about the evaluation that will be entered into the meeting minutes (see attached).

*Upon motion presented by J. Bowen and moved by M. Myers and seconded by C. Chacon it was moved that the BCC Board of Trustees approves President Kennedy’s evaluation for 2023-2024 Academic Year and approve the maximum raise and benefits allowed by the DHE. It was VOTED unanimously, by roll call vote.*

**NEW BUSINESS**

Delegation of Board Authority

Upon a motion that the Berkshire Community College Board of Trustees designates the delegation of Board Authority to President Ellen Kennedy beginning June 11, 2024 until the first formal Board meeting on August 27, 2024 and the President agrees to consult with the Chair or Vice Chair of the Board when using the summer delegation of authority for personnel matters and other related business.

*Upon a motion duly made and seconded, by roll call vote, it was VOTED unanimously to approve the delegation of board authority.*

**ADJOURNMENT**

The meeting was adjourned at 6:45pm with motion by M. Myers and seconded by G. Souza and was VOTED unanimously. The next regular scheduled meeting will be held on August 27, 2024

DATE:

Respectfully submitted,

\_\_\_\_\_  
Heather Seely

Approved:

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Julie Bowen, Board Chair