



APPROVED

BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING  
March 28, 2023

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, March 23, 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, Moore, Vrabel, Zaffanella

EXCUSED: Trustees: Chacon, Myers

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, J. Sykes, F. Schickor; C. Lotz, S. Burdick, B. Winn, G. Tabor, C. Norcross, E. Dillon (student)  
Press: PCTV

2. APPROVAL OF THE MINUTES

*Upon a motion duly made by J. Cuyler and seconded by L. Kiely, it was VOTED by roll call vote, to approve the minutes of the November 29, 2022 meeting.*

3. A-133 Audit

C. Wynn reported that BCC Finance Committee has reviewed from O'Conner and Drew for FY22 A133 Audit with no deficiencies. *Motion was made by P. Mirante and seconded by C. Zaffanella for the acceptance the FY22 A133 audit report; motion approved via roll call vote.*

4. PRESIDENT'S REPORT

President Kennedy welcomed Louise Lydon as new Vice President of Institutional Advancement and noted that Christina Wynn is serving as Interim Vice President of Administration and Finance and Maureen McLaughlin as Interim Executive for Community Education and Workforce Development. J. Brown will be joining as part-time Interim Executive Director of Human Resources while we conduct search

Strategic Plan Presentations: from Charlotte Lotz, Senior Special Programs Coordinator of Experiential Learn and Career Services along with Geoff Tabor, Coordinator of Transfer Affairs, Sarah Burdick, Special Program Coordinator – Academic SUCCESS/Career Coach and Erin Dillon(student) presented on Engaging Students in Career and Experiential Learning. Out programs offer one-on-one coaching, Focus2 Career Assessment Tool,

Workshops on varied topics, and collaboration with faculty. One of the new initiatives this year is using Handshake which allows student and employers to connect with currently 375 students connected to BCC. Erin Dillon noted that she has been working with college to update her resume and was able to get a job while at a recent career fair.

These areas connect with our Strategic Plan year 1 work with Goal 1, Objective 1.A, Foci I.A.2 - Expand Career Coaching. We continue to engage businesses to engage with Handshake and would encourage board members to have their employers engage.

BCC has been working with Gray Associates to assist with Academic Program Analysis. Laurie Gordy, Interim VP for Academic Affairs, Maureen McLaughlin, Director of Strategic Initiatives and Frank Schikor, Dean of STEM and Allied Health. Gray Associates has been helping the college to review student demand, employment, degree fit and competitive intensity. From Gray we are able to look at scorecards related to various programs, we have been looking at Culinary Arts as it was a program hit hard by the pandemic.

#### 5. FOUNDATION BOARD REPORT

L. Kiely reported that the Foundation Board is looking to connect more with the BCC Trustees and will look at a meet and greet in the future. Foundation has been receiving some good donations and still more are coming in.

#### 6. STUDENT TRUSTEE REPORT

A. Bateman reported that Student Government Association (SGA) has been meeting and had a busy end of the fall semester with projects. At each of the SGA meetings are inviting staff to discuss various topics such as food on campus and holy hour.

#### 7. ALUMNI TRUSTEE REPORT

No report

#### 8. SUBCOMMITTEE REPORTS

##### A. Finance Committee

P. Mirante reported that the committee meet and notes the FY24 planning is on process and reviewed materials and brings forward recommendations for the following motions:

*P. Mirante made motion for acceptance of the FY23 Trust Fund Report for the 2<sup>nd</sup> Quarter ending December 31, 2022, motion made by L. Kiely seconded by D. Gonzalez, with roll call VOTE it was approved.*

*P. Mirante made motion for that Finance Committee recommends the BCC Board of Trustees authorize the college to invest case in low risk instruments, seconded by J. Cuyler. After discussion and clarification, with a roll call VOTE is was approved.*

*The Finance Committee additionally, brings forward the recommendation to update signatories on all bank accounts are Berkshire Bank, Greylock Federal Credit Union, People's Bank as well as any other College held bank accounts. Remove from accounts Andrea Wadsworth, and add Christina Wynn along with already approved on accounts Gary Russett and Ellen Kennedy. The updated signatories are authorized to exercise all power on behalf of the College. Motion by D. Gonzalez and seconded by C. Zaffanella, approved with roll call vote.*

**B. Student Success Committee**

L. Gordy had B. Winn and F. Schikor present on the Water Quality Certificate being presented which came about with request from local groups that are doing work locally. This certificate does not involve new classes, but rather a grouping of current classes with 11 credits for the certificate.

*Motion made by C. Zaffanella and seconded by D. Gonzalez to accept and approve the Water Quality Certificate, upon roll call VOTE motion approved.*

**C. Governance Executive**

D Gonzalez noted that the committee has met to review the board self-assessment and making a few updates to questions. Board members will be getting the link to survey in April.

**D. Executive Committee**

J. Bowen noted that per the Board of Higher Education every 3-5 years a comprehensive evaluation is completed as part of President Evaluation. This being a comprehensive year, ACCT is being contracted to assist with this process which will engage board, community members, staff, faculty and students via surveys and interview. This work will work be completed in late May for report to be presented at the June meeting.

**9. ADMINISTRATIVE ACTIONS**

President Kennedy presented the personnel items from November 2022 to March 2023, with a few edits to the list in materials.

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

**10. ADJOURNMENT**

The meeting was adjourned at 6:20 with motion by J. Cuyler and seconded by C. Zaffanella and was VOTED unanimously, by roll call vote. The next regular scheduled meeting will be held on April 25, 2023.

DATE:

Respectfully submitted,

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Heather Seely

Approved:

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Julie Bowen, Board Chair