



APPROVED

BERKSHIRE COMMUNITY COLLEGE  
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING  
December 5, 2023

**CONVENING**

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, December 5, 2023 via Zoom. Chair Bowen read the disclosure that the meeting was being recorded by PCTV. Chair Bowen called the meeting to order at 4:31PM. Heather Seely took the roll call and noted that a quorum was present.

PRESENT: Chair Bowen; Trustees: Cuyler, Kiely, Mirante, Myers, Vrabel, Zaffanella and Student Trustee De Souza  
ABSENT: Trustee Chacon, and Gonzalez,  
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; Executive Director of Human Resources, Beth Dolan. Additionally, M. McLaughlin, K. Hines, R. Bucknell, J. Sykes, C. Norcross

**APPROVAL OF THE MINUTES**

*Upon a motion duly made by M. Myers and seconded by J. Cuyler, it was VOTED by roll call to approve the minutes of the October 24, 2023 meeting.*

**PRESIDENT'S REPORT**

President Kennedy noted that the BCC Impact Report is in the mail and hope that you will all review and share with others, noting that the front cover is the Quad and just this week we got approval that we can use the Quad. Additionally, we have word that just last evening that Governor approved supplemental budget which was approved in informal session by the House and Senate, this includes adjustments for MCCC and COVID bonuses.

Maureen McLaughlin, Interim Executive Director of Workforce Development & Community Education and Director of Strategic Initiatives provided an update on the programming that has been happening from summer into fall 2023 and the expanded offerings for spring 2024, with expanded health and behavioral health offerings and start of culinary programming in February. Additionally, began again to offer community education programs for adults and children and continue to expand the personal enrichment offerings. Many of the workforce trainings are being funded via grants from Education Training Funds, MassHire, and Workforce Incentive Fund and continue to seek funds for tuition for workforce training. Adult Basic Learning – ESOL, the program has consistently been growing with participants and also able to get additional funding and seeking funds outside of DESE. Currently engaged with offering options for new arrivals in Great Barrington and offering Migrant Support with EnGen who are ready to improve English but are on waitlists.

Jonah Sykes, Director of Marketing & Communications provided a Marketing Update and the primary goals of increasing the yield of applications to matriculated students. This fall we saw the highest number of applicants since fall 2019. Additionally, goal to increase retention from semester to semester, increase community aware of BCC and change perceptions of BCC. Since 2018 have been working on strategic goals. The overall marketing carry the following values and message: affordable, high-quality programs, convenient, transferable, and career ready. Continue with broad marketing, as well as target efforts to reach a broader population.

**FOUNDATION BOARD REPORT**

L. Kiely noted meet in November and reviewed investment report noting the market has been volatile and investments have performed as well as can be expected. The Annual Fund is in process as this time.

**STUDENT TRUSTEE REPORT**

G. De Souza reported that members of SGA attended the APCA and CCSLA conferences in November and it was great to learn and connect with others colleges. SGA is working on bringing student voices to various areas across campus and bringing information to students in various ways.

**ALUMNI TRUSTEE REPORT**

M. Myers reported had a wonderful Harvest Run in October and on November 29 held Alumni Music Fest that will brought to campus well-known and talented performing artists and to raise funds for scholarships. Additionally, are working to grow membership of the alumni board.

**SUBCOMMITTEE REPORTS**

- A. **Finance Committee:** C. Wynn reported that college is still working on audit due to changes in leadership and new system that was implemented and balancing systems.
- B. **Student Success Committee:** No report
- C. **Governance and Nominating Executive:** No report
- D. **Executive Committee:** J. Bowen provided update from November meeting in which they got update on MCCC contract discussions, working on retreat planning and are working on outline for presidential evaluation for FY24 while await information from Commissioner Ortega for process and guidance.

**ADMINISTRATIVE ACTIONS**

B. Dolan presented personnel actions for the period of October 24, 2023 – December 5, 2023 (attached).

*Upon a motion duly made by M. Myers and seconded by C. Zaffanella, it was VOTED unanimously via roll to approve the personnel actions as presented.*

**Other Business**

J. Bowen remind board members that in the by-laws that we have an attendance requirement and if not met means automatic removal per the Governor’s Office.

**ADJOURNMENT**

The meeting was adjourned at 5:46 PM with motion by C. Zaffanella and seconded by L. Kiely and was VOTED unanimously. The next regular scheduled meeting will be held on March 23, 2024, with full day board retreat on January 19, 2024

DATE:

Respectfully submitted,

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Heather Seely

Approved:

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Julie Bowen, Board Chair