



(APPROVED)

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING
JUNE 13, 2023**

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, June 13, 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 4:40PM. Heather Seely took the roll call.

PRESENT: Chair Bowen; Trustees Chacon, Gonzalez, Kiely, Mirante, Myers, Vrabel, Zaffanella, Student Trustee Bateman

ABSENT: Trustees Cuyler and Moore

ALSO PRESENT: BCC President, Ellen Kennedy; Vice President for Students Affairs & Enrollment Management, Adam Klepetar; Interim Vice President for Administration & Finance, Christina Wynn; Assistant to the President, Heather Seely; Executive Director of Human Resources, Beth Dolan. Additionally, M. McLaughlin, R. Bucknell, K. Hines, PCTV

2. APPROVAL OF THE MINUTES

Upon a motion duly made by M. Myers and seconded by A. Bateman, it was VOTED by roll call vote, to approve the minutes of the April 25, 2023 meeting.

Upon a motion duly made by M. Myers and seconded by A. Bateman, it was VOTED by roll call vote, to approve the Executive Session minutes of the April 25, 2023 meeting.

3. PRESIDENT'S REPORT

Strategic Plan presentation from Maureen McLaughlin, Director of Strategic Incentives and Interim Director of Workforce Development and Community Education focused on Implementation Year 1 Summary Report. This Winter/Spring has been active with getting into the planning and work. The entire campus is a learning community and student learning and learning environments are being mapped campus wide with focus on how to provide support transformative education, through collaboration. This summer co-leads will work on reflection and work to determine baselines for Year 2 priorities and look at what is needed for resources for work ahead.

At this time the Workforce Development and Community Education Department has been working to define and development programs and trainings that will allow participants to enter the workforce or begin a pathway to a degree, prepare for in-demand jobs and develop skills to start a new career. Community Education offerings are for personal enrichment, lifelong learning, and social connection.

A. FOUNDATION BOARD REPORT

No report

B. STUDENT TRUSTEE REPORT

A. Bateman reported that SGA had last meeting of academic year in May. This being her last meeting noted that will still be part of SGA and sub committees. The new student trustee is Gloria Rodriguez de Souza. Gloria just finished her first year at BCC and is majoring in Engineering. She was born and raised on the beautiful country of Brazil, and one of my main hobbies is playing piano at home; she graduated from Pittsfield High School in 2022

C. ALUMNI TRUSTEE REPORT

M. Myers reported had annual meeting on June 6, 2023 and elected officers: M. Myers will continue as President, Lisa Jester as Vice President, Deni Evans as Secretary, and Amy Brueckmann will serve as Treasurer. Additionally, the board decided to go back to having monthly meetings in June/July and welcomed a new member that is a current student. The group had a presentation from Tarcisio “Taz” Ramos Dos Santos, and alum born in Brazil and is one of 10 people competing on Season 10 of the program Alone on The History Channel.

8. SUBCOMMITTEE REPORTS

A. Finance Committee

P. Mirante reported working on wrapping up FY23, prepping for the audit and finalizing FY24 budget. Note that as shared at recent meetings, the diversification of investments of funds has occurred.

C. Wynn noted that G. Russett has left BCC but in his new role will be with us as a consultant to help with closing and opening fiscal year and audit prep. Report out that have moved \$3 million from Berkshire Bank to six local financial institutions: Lee Bank, Mountain One Bank, Pittsfield Cooperative Bank, Greylock Federal Credit Union, TD Bank, Adams Community Bank.

Finance Committee puts forward a proposal to raise fees which have not been raised since AY2019. The proposed change is to increase by \$5 per credit (\$202) which will offer approximately \$100,000 in additional revenue for operations. This has been presented to Student Government, MCCC and AFSCME leadership, Shared Governance SIFT Co-Chairs and at a campus-wide Town Hall. After discussion and questions noting that it is a modest increase and noting that monies from fees stay at BCC whereas tuition (\$26/credit) goes back to MA General Funds.

P. Mirante made motion for increase in fees by \$5 to \$202 college service fee per credit, motion seconded by D. Gonzalez with roll call VOTE it was approved.

The Finance Committee of the Berkshire Community College Board of Trustees recommends to the Berkshire Community College Board of Trustees approval of the Preliminary FY24 Budget, including expenses in the amount of \$19,163,390, which are comprised of the following: State Appropriation

<i>State Appropriation</i>	<i>\$ 13,604,029</i>
<i>General Purpose Trust Fund</i>	<i>\$ 5,163,557</i>
<i>Lifelong Learning Trust</i>	<i>\$ 285,000</i>
<i>Designated Trust Fund</i>	<i>\$ 76,928</i>
<i>Student Government Trust Fund</i>	<i>\$ 33,876</i>

P. Mirante made motion for acceptance of the preliminary FY24 Budget, motion seconded by C. Zaffanella, with roll call VOTE it was approved.

B. Student Success Committee

No report

C. Governance and Nominating Executive

No report

D. Executive Committee

J. Bowen noted the work has been the comprehensive presidential evaluation that was conducted with ACCT for the for 2022-2023 Academic Year. This review invited input from directly to ACCT from staff, faculty, board and community members, as well as President Kennedy’s self-assessment. C. Zaffanella read the President Evaluation for the record (see attached).

Upon motion presented by J. Bowen and moved by D. Gonzalez and seconded by M. Myers it was moved that the BCC Board of Trustees approves President Kennedy’s evaluation for 2022-2023 Academic Year and approve the maximum raise and benefits allowed by the DHE. It was VOTED unanimously, by roll call vote.

9. ADMINISTRATIVE ACTIONS

B. Dolan presented personnel actions for the period of April 26 – June 13, 2023 (attached).

Upon a motion duly made by M. Myers and seconded by A. Bateman, it was VOTED unanimously, by roll call vote, to approve the personnel actions as updated.

10. 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 13, 2023 until the first formal Board meeting on September 5, 2023 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.

11. ADJOURNMENT

The meeting was adjourned at 6:04 PM with motion by A. Bateman and seconded by C. Zaffanella and was VOTED unanimously, by roll call vote. The next regular scheduled meeting will be held on September 5, 2023.

DATE:

Respectfully submitted,

Heather Seely

Approved:

Julie Bowen, Board Chair

The Executive Committee of the Berkshire Community College's (BCC) Board of Trustees (BOT) has compiled this review of Dr. Ellen Kennedy's performance and results as President of BCC for the 2022-2023 school year.

This year, we conducted a comprehensive review with the support of the Association of Community College Trustees (ACCT), who conducted phone interviews and surveys of all major stakeholders. Interviews were conducted with all Trustees, 13 selected internal stakeholders and 12 selected external stakeholders. A written survey was conducted with all Trustees and made available to all internal stakeholders (staff, faculty, and administrators) and the broader community, including students and other outside stakeholders. Additionally, the Executive Committee reviewed Dr. Kennedy's annual self-evaluation and corresponding documentation of progress against her 2022-2023 goals.

There is near unanimity from the BOT, and broad agreement amongst the majority of internal stakeholders, that Dr. Kennedy's leadership of the college is outstanding. She has successfully managed through the COVID pandemic; she has built strong partnerships within the county; she is well respected and represents BCC well throughout the State; she has effectively stewarded the state's and the college's resources to update and improve the campus aligned with student needs; she has developed and launched a new strategic plan to carry the college forward into the future. Importantly, the college is on track against its long-term goals due to Dr. Kennedy's unwavering commitment to student success and equity.

There is undeniable substantial achievement against all written goals for 2022-2023, in line with the newly approved strategic plan. The achievements are measurable, well thought out, and consistent with BOT expectations. Under her leadership:

- BCC is developing a campus dashboard based on the Strategic Plan Goals and has identified equity performance indicators.
- A number of policies and practices have been reviewed and updated to better support BIPOC and other marginalized populations.
- The LPN program has been accredited by ACEN, and we anticipate similar news for our ADN program, following their visit this spring.
- Multiple grants and programs are in place to support stronger student learning outcomes, digital skills embedded in the curriculum, and career counseling for all students, especially underrepresented and underserved populations.
- The new DEI Director is creating systems to support improved DEI efforts.
- The Ellucian software upgrade is ongoing, with substantial progress made by this spring.

- The One Stop was completed in the fall of 2022, and early survey results from students demonstrate positive outcomes.
- The academic master plan is underway with programs identified for either investment or sunsetting.
- And Advisory Boards for Academic Programs and Workforce Development are being leveraged effectively and/or developed where they haven't been active before.

In addition to progress against specific goals, Dr. Kennedy continues to be a standout leader in our region. Leaders across sectors in our community – including health care, k-12, advanced manufacturing, social services, and economic development - agree that she is engaged in helpful and strategic dialogue with their organizations, to the benefit of both BCC and its community partners. Peers across the state report that she is a leader among Community College presidents – she volunteers as a peer mentor; she shares her historical knowledge and expertise freely; she lifts others up to help them thrive in their own institutions.

Evidence of strong leadership attributes is seen in the survey results from the board and the majority of the internal stakeholders, with people describing Dr. Kennedy as warm, committed, collaborative, inclusive, encouraging, and ethical. Many shared that she inspires confidence, is a strong financial manager, has high performance standards, and holds others accountable. She is also described as relational and approachable, kind but assertive.

The written survey was filled out by <15% of the total people solicited. Of that, a small percentage of voices gave feedback that indicated some dissatisfaction with the college. That dissatisfaction included a lack of being heard, some concerns with recruiting/selection processes, and other communication issues. While that is a very small minority, and while we have seen Dr. Kennedy focus on inclusivity, openness, transparency, and communication, we do recognize that it is important to help Dr. Kennedy hear and appropriately address all voices. The board will continue to provide whatever assistance and guidance possible in support of that effort.

In summary, we continue to have strong confidence in Dr. Kennedy's leadership and impact at BCC and in our broader community. We recognize 2023 is a difficult time to be leading a public higher education institution, and therefore appreciate even more Dr. Kennedy's continued commitment to the college and the Berkshires.

Berkshire Community College

Personnel Actions for the Period: April 26, 2023 - June 13, 2023

NAME	EFFECTIVE DATES	TITLE	
<u>Appointment - AFSCME</u>			
Jonathan Herforth	May 8, 2023	Maintainer I	
Brett Tuggey	June 18, 2023	Maintenance Equipment Operator II	
<u>Appointment - Non-unit Professionals</u>			
Caitlyn Davis	June 26, 2023	Assistant to the Vice President of Advancement	
Beth Dolan	May 30, 2023	Executive Director of Human Resources	
Sharon Greb	July 2, 2023	Director of Accounting	
Megan Lussier	July 3, 2023	Director of Admission and Recruitment	
Rebecca (Becky) Manship	June 5, 2023	Human Resources Coordinator	
<u>Appointment - MCCC Unit Professionals</u>			
Casey Young	May 15, 2023	Special Program Coordinator/ Food Security Coordinator	
<u>Appointment - Full Time Faculty</u>			
Mary Dickman	Academic Year 2023-2024	Assistant Professor of Communications	
<u>Reappointment - MCCC Unit Professionals</u>			
Cody Johnson	July 1, 2023 - June 30, 2024	Special Programs Coordinator, Digital Technologies Coach	