



(APPROVED)

BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING
November 29, 2022

1. CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, November 29, 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 4:31PM. Heather Seely took the roll call.

PRESENT: Chair Bowen; Trustees: Bateman, Chacon, Cuyler, Gonzalez, Kiely, Moore, Myers

EXCUSED: Trustee Mirante, Vrabel

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, Assistant to the President H. Seely; Additional BCC Employees: M. McLaughlin, J. Sykes, G. Russett, A. Monteleone, F. Schickor; Guests: D. Dilulis (O'Connor & Drew); D. Kosaw (O'Connor & Drew) Press: PCTV

2. APPROVAL OF THE MINUTES

Upon a motion duly made by D. Gonzalez and seconded by M. Myers, it was VOTED by roll call vote, to approve the minutes of the October 11, 2022 meeting.

3. Audit Report

D. Dilulis from O'Connor & Drew presented the findings from BCC's Audit noting issuing an unmodified opinion on the financial statements with no deficiencies and the required communications were reviewed. D. Kosaw highlighted the financials noting that the audit is presented with an unmodified opinion, a clean opinion.

Motion by C. Zaffanella and seconded by L. Kiely that the Trustees accepts the FY22 Financial Audit Report, which was performed by O'Connor & Drew as of June 30, 2022, it was VOTED by roll call vote to accept.

D. Kosaw presented the FY21 Single Audit A-133, again no findings are noted.

Motion made by M. Myers and seconded by C. Zaffanella the with the recommendation of the Finance Committee the BCC Board of Trustees acceptance of the FY21 A-133 Audit Report, which was performed by O'Connor & Drew, with a roll call it was VOTED to accept the A-133.

4. PRESIDENT'S REPORT

- a. New Employee Introductions: (see attached)
- b. Strategic Plan and Mission, Vision and Values: Presented an overview of the planning process that has brought us to presentation to the board in preparation for submitting to Board of Higher Education for final approval.

Mission Statement presented for review: Berkshire Community College is committed to providing an exceptional education and opportunities that meet the diverse needs of our community through college transfer, workforce and career pathways, partnerships and lifelong learning.

Overall the Strategic Plan has four main goals that are all equity-centered and equity-actioned.

Chair J. Bowen asked for a motion to move that based on recommendation of the President and Executive Council, endorsement of the Berkshire Community College and in accordance with the policies of the Department of Higher Education, BCC Board of Trustees approve the change of the Mission as noted below and the Vision and Values statements:

Mission Statement

Berkshire Community College is committed to providing an exceptional education and opportunities that meet the diverse needs of our community through college transfer, workforce and career pathways, partnerships and lifelong learning.

Motion was made by M. Myers and seconded A. Bateman by to approve the revised mission statement for Berkshire Community College, it was VOTED by roll call to approve.

Additionally, a motion was made M. Myers by and seconded by A. Bateman to approve the Strategic Plan: Equity-Centered – Equity-Actioned, it was VOTED by roll call to approve and put forth to the Department of Higher Education a revised Strategic Plan as presented.

5. FOUNDATION BOARD REPORT

L. Kiely reported that donations are up at this time and the budget is looking good at this time. Investments are holding at this time given the market at this time.

6. STUDENT TRUSTEE REPORT

A. Bateman reported that the SGA has been working hard and has been able to go to a community college conference which was a good networking opportunity. A few topics are common across campuses and SGA is having staff to come speak with them about the various areas and address concerns.

7. ALUMNI TRUSTEE REPORT

M. Myers noted she recently went to ACCT conference in NYC with J. Bowen and C. Chacon and it was a wonderful trustee learning experience. Mike Guertin has joined the Alumni Board and brings the SGA to that group. Working on an auction and on-campus events.

8. SUBCOMMITTEE REPORTS

A. Finance Committee

Trustee C. Chacon reported out that committee meet to discuss FY22 Audit and A-1333 Audit as well as the final FY23 Budget.

The Finance Committee of the BCC Board of Trustees recommends to the BCC Board of Trustees approval of the Final FY23 Budget, including expenses in the amount of 18,814,480, which are comprised of the following:

State Appropriation	\$	12,790,941
General Purpose Trust Fund	\$	5,604,689
Lifelong Learning Trust Fund	\$	285,000
Designated Trust Fund	\$	69,003
Student Government Trust Fund	\$	64,847

Upon a motion duly made by C. Chacon and seconded by M. Myers, it was VOTED unanimously, by roll call vote, to approve the Final FY23 Budget.

Additionally, the Finance Committee of the BCC Board of Trustees recommends to the BCC Board of Trustees approve FY22 Trust Fund Report for the first quarter ending September 30, 2022

Upon a motion duly made by C. Chacon and seconded by M. Myers, it was VOTED unanimously, by roll call vote, to approve the Trust Fund Report for the first quarter.

B. Student Success Committee

The committee met and worked on revised mission statement for that group and will be meeting quarterly this year.

C. Executive Committee

The committee met and completed the President Evaluation for the time period December 1, 2021 to June 30, 2022. This review invited input from members of the President's Cabinet, Board of Trustees, and interviews with the Executive Council and President Kennedy's self-assessment. Evaluation aligns to the four primary goals Dr. Kennedy identified for the 2021-2022 school year. C. Zaffanella read the President Evaluation for the record (see attached).

Upon motion by C. Zaffanella and seconded by L. Kiely it was moved that the BCC Board of Trustees approves President Kennedy's evaluation for Dec 1, 2021 to June 30, 2022 and approve the maximum raise and benefits allowed by the DHE. It was VOTED unanimously, by roll call vote.

9. ADMINISTRATIVE ACTIONS

President Kennedy presented the personnel items from Oct 12, 2022 to Nov 28, 2022.

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

10. ADJOURNMENT

The meeting was adjourned with motion by M. Myers and seconded by L. Kiely and was VOTED unanimously, by roll call vote. The next regular scheduled meeting will be held on November 29, 2022.

DATE: December 1, 2022

Respectfully submitted,

Heather Seely

Approved:

Julie Bowen, Board Chair