



(APPROVED)

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING
April 23, 2024**

CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, April 23, 2024 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: Chacon, Cuyler, Gonzales, Kiely, Myers, and Student Trustee De Souza, Mirante, Vrabel, Zaffanella

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, K. Hines, R. Bucknell, J. Sykes, E. Seagrave, and S. Evans

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 March 12, 2024 meeting.

PRESIDENT'S REPORT

President Kennedy introduced the A. Klepetar and C. Wynn to present an Enrollment Update, Spring 2024 Enrollment headcount up 13%, matriculated headcount up 15%. MassReconnect did help bring in more applicants, we have seen an increase from 31.6% in 2019 to 46.4% in 2024 of students applying that are 25+ and are closing in on half applicants being in this age group. We are up in applications for fall 2024, and we are looking at also early metrics with enrolled students in terms of credits earned and retention. Enrollment impact on revenue we use the average cost per credit of \$228 in FY24, which included a small increase from \$223 per credit. We are exploring with budgeting process a five to ten dollar per credit fee for FY25.

E. Seagrave and S. Evans presented on the Strategic Plan Foci II.B.1 – Assessment of Student Learning Outcomes and Program Learning Outcome, that is in year two, these also align with NECHE standard (6.18) and DHE statewide Strategic Plan for Racial Equity (strategy 4). Program Learning Outcomes (PLOs) are essential things that a student should be able to do with the knowledge they gain from the program and Student Learning Outcomes (SLOs) are the essential things that a student should be able to do with the knowledge they gain from a course. Assessment matters so that know students are learning the skills. Have spent time in Professional Development looking at assessment and how helps faculty to meet goals and determine how to assess. Additionally, Program Review process has been revised to streamline it and include assessment of programs.

FOUNDATION BOARD REPORT

L. Kiely noted 40 under Forty was a wonderful evening and Mill Town Foundation generously offered each awardee to regift \$1,000 to a local non-profit of their choice. Awards Night is May 30 and a wonderful evening in which scholarships are presented.

STUDENT TRUSTEE REPORT

G. De Souza reported that members of SGA attended a conference recently focused on mental health and additionally some members met with Mayor Marchetti. The Student Government Association is working on review and revision of its constitution and bylaws.

ALUMNI TRUSTEE REPORT

M. Myers reported that the alumni board continues to work on growing membership and will have members present at Awards Night and Commencement. Wellness Day is April 27 and includes an alumni soccer game.

SUBCOMMITTEE REPORTS

A. Finance Committee

Mirante noted that working with auditors and is in contact with updates and progress as materials have been submitted and requests for information is turned around quickly.

P. Mirante made motion that the Finance Committee accept the audit when completed and will present it with auditors at the June meeting. Motion seconded by L. Kiely, with roll call VOTE it was approved.

Additionally, P. Mirante presented 3rd Quarter Trust report, motion seconded by M. Myers, with roll call VOTE it was approved.

Wynn noted that are working on the FY25 budget with management teams and will present in June and note that have met with the SGA regarding a \$10 increase in fees and that was approved and will be part of the budget presented for approval.

B. Student Success Committee: M. Myers reported that the committee met recently and L. Gordy provided an update on the partnership with McCann Technical School and that due to NECHE accreditation we have had to discontinue that partnership as we don't have the curriculum oversight.

C. Governance and Nominating Executive: D. Gonzalez reported we are awaiting word from DHE and PENC on reappointments that before them and working within the systems to fill our vacant seat. Additionally, working on the schedule for next years meeting schedule.

D. Executive Committee: J. Bowen provided update that we are reviewing memo from Commissioner for information on presidential evaluation process for FY24 and will be working on that more this spring which will include conduct interview with staff and trustees and will present at the June meeting

ADMINISTRATIVE ACTIONS

E. Kennedy presented personnel actions for the period of March 11, 2024 to April 22, 2024 (attached).

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

ADJOURNMENT

The meeting was adjourned at 5:51 PM with motion by C. Zaffanella and seconded by M. Myers and was VOTED unanimously. The next regular scheduled meeting will be held on June 11, 2024.

DATE:

Respectfully submitted,

Heather Seely

Approved:

Julie Bowen, Board Chair