



(APPROVED)

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING
December 3, 2024**

CONVENING

A regular meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, December 3, 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, Rivers Murphy, Vrabel
ABSENT: Mirante, Zaffanella
ALSO PRESENT: BCC President, Ellen Kennedy; Vice President for Students Affairs & Enrollment Management, Adam Klepetar; Vice President for Administration & Finance, Christina Wynn; Vice President of Academic Affairs, Laurie Gordy; Assistant to the President, Heather Seely
Additionally, J. Sykes, L. Dister, L. Moon, R. Wehry, R. Bucknell, S. Greb, L. Broderick-Bean, N. Mooney, D. Shreve, S. Reagan, K. Hines, D. Dulis, D. Kosaw, J. Meisel
Media: PCTV

APPROVAL OF THE MINUTES

Upon a motion duly made by M. Myers and seconded by D. Gonzalez it was VOTED via roll call to approve the minutes of October 8, 2024 meeting, noting J. Vrabel abstained from voting.

Finance and Audit Committee:

C. Chacon noted that the committee met on October 30 to review audit and have representatives from WithumSmith+Brown, PC to present the report. David Dilulis from the auditing firm Withum presented the audit report, highlighting improvements from the previous year and noting two findings related to the trial balance and cash. Dean Kosow then presented the financial statements, emphasizing that the independent auditors' report showed an unmodified opinion, indicating a clean audit.

D. Kosow discussed the financial statements for the college, highlighting significant increases in cash held by the state and accounts payable, as well as a decrease in capital assets due to current year depreciation. The operating revenues increased by 14%, primarily due to an increase in net student fees and federal, state, and local grants. Non-operating revenues increased by 3.5 million, mainly due to an increase in state appropriations. Also discussed were the notes to the financials, noting that there were no significant pronouncements this year and most of the notes remained consistent with the prior year. He highlighted the addition of a new software arrangement asset and liability, related to accounting software, and the future minimum payments associated with it.

D. Kosow presented the financial audit report for fiscal year 24, highlighting two findings: adjustments after receiving the initial trial balance and backdated checks. The team anticipates these issues to be resolved in fiscal year 25. The Finance Committee recommended the acceptance of the fiscal year 24 financial audit.

The Finance Committee of the BCC Board of Trustees recommends the acceptance of the FY24 financial audit performed by Withum. Motion by L. Kiely and seconded by D. Gonzalez that the Trustees accepts the FY24 Financial Audit Report, it was VOTED by roll call vote to accept.

PRESIDENT'S REPORT

President Kennedy welcomed staff guests to the meeting and introduced the first presenters, A Klepetar and L. Dister to share information on enrollment. A. Klepetar highlighted the significant increase in applications, with a projection of over 1,200 applications, a 3% increase from the previous year. He also addressed the issue of fraudulent applications, which has led to a decrease in the number of applications. L. Dister presented a forecasting model that predicts a 15% increase in enrollment for the upcoming spring semester. She also discussed the importance of retention, noting a slight decrease in freshmen retention rates over the past few years. Both emphasized the need for continued efforts to improve enrollment and retention rates. L. Dister discussed the institution's efforts to connect students with support resources, including an assessment of students' needs, focused advising outreach, and a new tool called EdSights. She also mentioned collaborations with faculty, academic affairs, and a company called Motimatic to provide social media content to students. Highlighted various retention initiatives, including high-impact practices, professional development, rethinking the first-year experience, and support for the whole student. It was noted that there has been successful recruitment of new full-time faculty and the continued high demand in nursing, liberal arts, and business programs. Note that enrollment trends, highlighting increases in human services, criminal justice, and culinary programs. Notably, the nursing program has seen a significant jump, which may be due to the free community college initiative removing cost barriers. Continue to do analysis and emphasize the importance of going into high schools for outreach.

D. Shreve presented on restarting varsity athletics at the College that was recently approved via the BCC Shard Governance process. The plan is to start with two sports, men's baseball in Spring 2026 and women's volleyball in Fall 2025. BCC will be part of the National Junior College Athletic Association (NJCAA) and after a lot of discussions locally have support to add the varsity sports to programming at BCC.

FOUNDATION BOARD REPORT

L. Kiely noted Foundation portfolio performance remains strong, providing stability for ongoing initiatives. There is an exciting new match opportunity for the end of calendar year. A generous donor has pledged a \$100,000 matching gift to support the launch of the Berkshire Community Impact Fund. The campaign officially kicked off today (Dec 3 - Giving Tuesday) and runs through Dec. 31. Awards night will move to the fall for a more personal and impactful experience between donors and scholarship recipients.

STUDENT TRUSTEE REPORT

No Report

ALUMNI TRUSTEE REPORT

M. Myers reported the Alumni Association has added some board members and has updated its mission statement and is near finalizing a bylaws update. The Association continues to work on building its endowed scholarship fund. Additionally, the group is working with the Development Office on a budget for alumni events and continues to develop a program of offerings to engage alumni.

SUBCOMMITTEE REPORTS

Student Success Committee:

L. Moon discussed the need for a paramedicine pathway in response to the shortage of emergency medical technicians (EMTs) and paramedics in the Berkshires. The proposed offering of this pathway under the existing Health Science degree, which would not require additional accreditation or approval. The pathway would be open to students with a high school diploma and current EMT certification. Note that this is happening with partnerships with other colleges to further EMT and paramedic education.

Motion by M. Myers and seconded by D. Gonzalez for the approval of paramedicine concentration in the Associate Health Sciences degree, it was VOTED by roll call to approve.

Governance and Nominating Executive: Review in process of the of the board self-evaluation is happening and will be shared at upcoming meetings.

Executive Committee: No Report

ADMINISTRATIVE ACTIONS

E. Kennedy presented personnel actions for the period of October 8, 2024 to November 30, 2024 (attached).

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

ADJOURNMENT

The meeting was adjourned at 6:17pm with motion by D. Gonzalez and seconded by C. Chacon and was VOTED unanimously. The next regular scheduled meeting will be held on March 25, 2025 with full day board retreat on January 10, 2025

DATE:

Respectfully submitted,

Heather Seely

Approved:

Julie Bowen, Board Chair

Attachment:
Personnel Actions October 8 – November 30, 2024