



Approved

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING
October 24, 2023**

CONVENING

A meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, October 24, 2023 via Zoom. Chair Bowen read the disclosure that the meeting was being recorded by PCTV. Chair Bowen called the meeting to order at 4:32PM. Heather Seely took the roll call and noted that a quorum was present.

PRESENT: Chair Bowen; Trustees Chacon, Cuyler, Gonzalez, Kiely, Mirante, Moore, Vrabel, Zaffanella and Student Trustee De Souza

ABSENT: Trustee Meyers

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, L. Moon, J. Sykes, C. DeGray, K. Trautman

APPROVAL OF THE MINUTES

Upon a motion duly made by D. Gonzalez and seconded by J. Cuyler, it was VOTED by roll call to approve the minutes of the September 3, 2023 meeting.

PRESIDENT'S REPORT

President Kennedy provided update on MCCC contract statewide that is sitting in a supplemental budget and noted that the final session of this calendar year is in November and we hope that the funding for the contract is supported at that time.

Enrollment Update was provided by A. Klepetar noting that they are moving from a year-to-year by date to a target model and used last 10 years of student enrollment behaviors to predict and use student enrollments by date prior to term start. Headcount is up 17%, matriculated headcount is up 9%, with FTE up 12% and our retention is up as well. Most sister colleges also are seeing increase but we've seen more of a significant increase. We are looking at age breakdowns for applicants, those that enroll and dual/concurrent students and the impact on our enrollment. This year we worked with both Motimatic and edamerica to engage students that had stopped attending to get them re-enrolled.

Dean of Nursing, Health, & Wellness Lori Moon highlighted information for our Nursing Department. We have been seeing increase in ADN enrollment and a slight decline in LPN, but overall increases. Note that MABORN increases in enrollment mandate is no more than 20% increase in admissions for the average of the past 3 years unless a request is made 6 months prior to the increase. We are seeing more diversity within ADN, and also shifts in gender.

Assessment is important in many areas for the program and needed for our accreditations. We look at many factors including rubric of GPAs, science courses, attendance in class and clinical. We have been looking at student distance as one of tools to help assess and assist students to be successful. Additionally, we have support and requirements for students that are making a second attempt. We do all the data collection, analysis and trends because we want to have an excellent program and train the next generation of nurses for our community and we want them to pass the NCLEX.

K. Trautman provided an overview of the Community College Nursing Scholarship Program that the Commonwealth has launched that is designed to attract, incentivize, and encourage a diverse population of students to enroll in and complete a postsecondary credential or degree in the Nursing profession at a MA community college. This program provides “last dollar” financial assistance to ensure that all eligible students have adequate resources to fully cover the direct costs of tuition, fees and books. Overall state budget for FY24 has a \$18 million appropriation for community colleges, BCC will receive \$249,898 of the \$5.6 million that is available for direct scholarships to students. At BCC we have 42 students that have been awarded funds for Fall 2023 with average being \$2,367.

C. DeGray, Director of Facilities provided updates on all the construction projects happening around campus. We are close to wrapping up many of the projects under the \$10 million critical infrastructure funds from DCAMM. Projects that are wrapping up in the coming weeks are: Boland Theater Lobby, Exterior Pavers, Quad Restoration, Window Project, and Electrical Switchgear Upgrades.

We continue to work on our strategic plan and this year with faculty still on work to rule have looked at what foci we could be working on while respecting work to rule and expand when work to rule ends. A. Klepetar, L. Gordy, C. Wynn and E. Kennedy provided overview of goals and objectives that are a current focus at this time.

FOUNDATION BOARD REPORT

L. Kiely noted annual and regular meetings held in September and reports seeing an increase in donations, some due to large estate gifts received. Additionally, shared overview of scholarships funds distributed. Harvest Run was a success and well attended.

STUDENT TRUSTEE REPORT

G. De Souza reported President Kennedy recently met with the students to hear feedback and provide information on various topics, including construction and food insecurity concerns. Members of SGA will be attending the APCA and CCSLA conferences in November.

ALUMNI TRUSTEE REPORT

No Report. H. Seely will share via email information on upcoming Alumni Music Fest at the end of November.

SUBCOMMITTEE REPORTS

A. Finance Committee:

P. Mirante noted that FY23 audit is underway with delays due some challenges with the crossover of data. The staff are working diligently to validate data and information for the audit to be completed.

Additionally, FY24 Budget has been adjusted due to enrollment and seeks approval of the final FY24 budget. Finance Committee of the Berkshire Community College Board of Trustees recommends to the Berkshire Community College Board of Trustees approval of the **Final FY24 Budget**, including expenses in the amount of \$19,163,390, which are comprised of the following:

State Appropriation	\$ 13,197,485
Performance Funding Formula	\$ 406,544
General Purpose Trust Fund	\$ 5,163,557
Lifelong Learning Trust Fund	\$ 285,000
Designated Trust Fund	\$ 76,928
Student Government Trust Fund	\$ 33,876

Upon a motion duly made by P. Mirante and seconded by C. Moore, it was VOTED unanimously via roll call to approve the FY24 budget as presented.

B. Student Success Committee:

L. Gordy, presented the proposal to apply for accreditation for Addiction Education Program, which would be the only accredited program in Berkshire County. J. Vrabel made motion that the Berkshire Community College Board of Trustees approves recommendation that the Addiction Education Program apply for accreditation with the MA Department of Public Health – Bureau of Substance Abuse Services.

Motion by J. Vrabel and seconded by J. Cuyler, it was VOTED unanimously via roll call that the Berkshire Community College Board of Trustees approves the accreditation application of the Addiction Education Program.

C. Governance and Nominating Executive: No report

D. Executive Committee: No report

ADMINISTRATIVE ACTIONS

B. Dolan presented personnel actions for the period of August 30, 2023 – October 23, 2023 (attached).

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

Other Business

No Old or New Business.

It was noted that our bylaws have a section regarding citizen participation, which notes meetings are open to public and citizens that wish to address the board on a meeting agenda item shall submit a written request to the Chair or President at before the scheduled meeting

ADJOURNMENT

The meeting was adjourned at 5:58 PM with motion by J. Cuyler and seconded by C. Zaffanella and was VOTED unanimously. The next regular scheduled meeting will be held on October 10, 2023.

DATE:

Respectfully submitted,

Heather Seely

Approved:

Julie Bowen, Board Chair