



(APPROVED)

**BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS**

**MINUTES OF TRUSTEES MEETING
October 8, 2024**

CONVENING

A regular meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, October 8, 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 (until 5pm), Myers, Mirante, Rivers Murphy, Zaffanella
ABSENT: Vrabel
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, B. Dolan, J. Sykes, S. Broughel, N. Mooney, E. Seagrave, G. Foley, R. Wehry, A. Chase, S. Reagan, N. McCabe
Media: PCTV

APPROVAL OF THE MINUTES

Upon a motion duly made by J. Cuyler and seconded by D. Gonzalez it was VOTED via roll call to approve the minutes of the August 2t, 2024 meeting, noting C. Zaffanella abstained from voting.

PRESIDENT'S REPORT

President Kennedy welcomed MCCC leadership members and R. Wehry new Executive Director of Development. Dr. Gordy, Vice President of Academic Affairs introduced Nell McCabe, Associate Professor of English and Chair of Educational Affairs Committee and Erin Seagrave, Executive Director of Academic Operations, Planning and Assessment who presented on the Ed Affairs process which is part of how we maintain academic quality and integrity in our curriculum, in our programs and courses, and how we also create or ensure that that exists by partnering with colleagues to make sure that what we're doing in one discipline is leading into another will reinforce those same skills. Ed Affairs meets regularly during the Academic Year where it provides an opportunity to discuss and make recommendations for proposed changes or additions to policies and curriculum. And we consider how those additions or changes might impact things like MassTransfer or other articulation agreements that may have impact on NECHE accreditation and whether additions or changes are in alignment with the college's mission and vision and really what it is that we need as a community. The committee is made up of 13 voting members, 7 ex-officio non-voting members with the Chair elected annually from voting membership and recorder elected annually. The committee reviews curriculum changes which include new course, programs, certificate offerings, as well as updates to existing programs. The by-laws of Educational Affairs Committee will be shared with the Board of Trustees. There was a discussion around student engagement to gauge interest, review of trends, requests from employers for training.

Dr. Gordy introduced Gina Foley, Associate Professor of Biology, Amanda Lardizabal, Assistant Professor of Biology, and Sarah Broughel, Assistant Professor of Nursing who presented on Biology and Nursing Alignment. Working together to look at course level and the program goals, for this looking at biology courses and how the learning outcomes and the assessment of that in terms of how it's meeting the needs of the nursing program because it's required course for students going into the nursing program. Focus to align the learning

outcomes across multiple courses for students interested in allied health and nursing. Additionally, work with the assessment tools used in course and work with aligning laboratory skills. Especially with our Nursing Program the impact focus is we want to have safe and competent RNs, have high program completion and NCLEX-RN pass rates.

FOUNDATION BOARD REPORT

No Report

STUDENT TRUSTEE REPORT

No Report

ALUMNI TRUSTEE REPORT

M. Myers reported the Harvest Run is October 19 and encourages folks to attend. Board is actively recruiting new members and working on updates to by-laws and association mission statement.

SUBCOMMITTEE REPORTS

Finance and Audit Committee:

M. Mirante noted that the budget presented in June was the preliminary fiscal year 25 budget and is now be presented for final approval.

The Finance Committee reviewed the FY25 Final budget. P. Mirante *made a motion for the Finance Committee to recommend that the Berkshire Community College Board of Trustees approve the Final FY25 Budget in the amount of \$23,403,264, including expenses which are comprised of the following:*

<i>State Appropriation</i>	\$ 15,298,153
<i>General Purpose Trust Fund</i>	\$ 7,200,135
<i>Lifelong Learning Trust Fund</i>	\$ 421,450
<i>Designated Trust Fund</i>	\$ 159,564
<i>Student Government Trust Fund</i>	\$ 61,383

Motion was seconded by M. Myers, after discussion was VOTED via roll call to approve the FY25 Budget as presented.

Student Success Committee: No Report

Governance and Nominating Executive: No Report

Executive Committee: No Report

ADMINISTRATIVE ACTIONS

B. Dolan presented personnel actions for the period of August 24, 2024 to October 7, 2024(attached).

Upon a motion duly made by M. Myers, and seconded by P. Mirante, it was VOTED unanimously to approve the personnel actions as presented.

OTHER BUSINESS

Ribbon Cutting for the renovated Quad will be on Friday, October 11

ADJOURNMENT

The meeting was adjourned at 5:48pm with motion by M. Myers and seconded by C. Chacon and was VOTED unanimously. The next regular scheduled meeting will be held on December 3, 2024

DATE:

Respectfully submitted,

Heather Seely

Approved:

Julie Bowen, Board Chair