



(APPROVED)

BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING
April 29, 2025

CONVENING

A regular meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, April 29, 2025 via Zoom. Chair Bowen called the meeting to order at 4:30PM. Heather Seely took a roll call and noted that a quorum was present.

PRESENT: Chair Bowen; Trustees: Chacon, Cuyler, Gonzales, Kiely, Myers, Mirante, Rivers
Murphy, Vrabel, Zaffanella
ABSENT: Lindemann
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; Vice President of Strategic
Initiatives and Community Engagement, and Assistant to the President, Heather
Seely
Additionally, B. Dolan, J. Sykes, R. Wehry, C. Prescott, J. Charbonneau, A. Lardizabal,
L. Isham-Morton
Media: PCTV

APPROVAL OF THE MINUTES

Upon a motion duly made by M. Myers and seconded by P. Mirante, it was VOTED via roll call to approve the minutes of the March 25, 2025, meeting.

PRESIDENT'S REPORT

Advising Fellows Program - three faculty members, one from each academic division, have been selected to serve as Advising Fellows. They receive a course release to work in the advising center, attend meetings with professional advisors, and learn more about advising practices. The goals are to improve communication between faculty and professional advisors, provide consistent advising experiences for students, and bring faculty expertise into the advising process. The Fellows are working on various initiatives like new student advising, responding to student progress reports, and developing faculty training materials. They plan to share what they've learned with other faculty through professional development sessions.

BCC Foundation Overview – R. Wehry, Executive Director of Development, presented an overview of the BCC Foundation. The Foundation is the fundraising arm of the college, managing \$18.58 million in assets and distributing over \$400,000 annually in scholarships. Rebecca explains the Foundation's structure, including its board and committees, and describes how faculty and staff can apply for funding for special projects. She also highlights recent Foundation-funded initiatives and upcoming events, emphasizing the importance of alumni engagement and participation in supporting the college's mission.

BCC Community Fest – Saturday, August 16, 2025 Jim Mancall, Rebecca Wehry, and Jonah Sykes to continue planning and organizing the event on August 16 and encourage all to attend and bring friends and family.

FOUNDATION BOARD REPORT

No Report

STUDENT TRUSTEE REPORT

No Report

ALUMNI TRUSTEE REPORT

M. Myers reported the Alumni Association will be at commencement to engage with graduates and connect with other alumni. An Alumni Meet & Greet is planned for June 13 at WANDER. The Annual Alumni Board meeting is June 18 at BCC at 5:30pm with all welcome to attend.

SUBCOMMITTEE REPORTS

Finance Committee:

The Finance Committee met to review the FY26 preliminary budget. According to C Wynn, the process was notably collaborative this year, with input from division heads and team members across the college. The 3rd quarter trust fund report reflected strong revenue performance and disciplined cost control, with expenditures at 82% of the budget.

The projected revenue for FY26 is approximately \$9.4 million, based on a targeted 10% increase in enrollment. This goal is considered realistic and is being actively pursued by A Klepetar and the enrollment team.

The college has under-budgeted for utilities and operations and is experiencing increased costs due to growth in the adjunct faculty and part-time payroll. These pressures are being addressed within the proposed budget framework.

A 1.9% student fee increase—capped due to the free community college legislation—was proposed and recommended by the Finance Committee. This translates to an additional \$45 per semester for students. However, since approximately 86% of students receive financial aid, the increase is not expected to significantly impact most students.

Upon a motion duly made by P. Mirante, and seconded by C. Zaffanella, it was VOTED via roll unanimously to approve Preliminary FY26 Budget as presented.

Upon a motion, it was duly made by P. Mirante, and seconded by D. Gonzalez, it was VOTED via roll unanimously to approve a 1.9% fee hike.

Governance and Nominating Executive: D. Gonzalez noted awaiting further information from PENC on appointments.

Executive Committee: J. Bowen noted that committee will begin president review process.

ADMINISTRATIVE ACTIONS

B. Dolan presented personnel actions for the period of March 26 to April 28, 2025 (attached).

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

ADJOURNMENT

The meeting was adjourned at 5:5pm with motion by M. Myers and seconded by L. Kiely, via a roll call it VOTED unanimously. The next regular scheduled meeting and annual meeting will be held on June 17, 2025.

DATE:

Respectfully submitted,

Heather Seely

Approved:

Julie Bowen, Board Chair