(APPROVED)

BERKSHIRE COMMUNITY COLLEGE
PITTSFIELD, MASSACHUSETTS

MINUTES OF TRUSTEES MEETING
December 9, 2025

CONVENING

A regular meeting of the Board of Trustees of Berkshire Community College was held on Tuesday, December 9, 2025, via Zoom. Chair Bowen called the meeting to order at 4:31PM and noted that meeting will be cablecast on Pittsfield Community Television. These meetings are allowed to be recorded under the MA Open Meeting Law and are not subject to editing. H. Seely conducted a roll call and noted that a quorum was present.

PRESENT:	Chair Bowen; Trustees: Chacon, Cuyler, Gonzales, Kiely, Myers, Rivers Murphy, Vrabel, Zaffanella
ABSENT:	Hughes, Student Trustee Reyes-Pagan
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, Jim Mancall; Jane Singer, Executive Director of Human Resources; Assistant to the President, Heather Seely Additionally, N. Mooney, R. Bucknell Media: PCTV

APPROVAL OF THE MINUTES

Upon a motion made by M. Myers and seconded by M Rivers-Murphy it was VOTED to approve the minutes of the October 28, 2025, meeting.

Upon a motion made by J. Vrabel and seconded by D. Gonzalez it was VOTED to approve the minutes of the November 13, 2025, meeting.

PRESIDENT'S REPORT

Shared Governance Update:

Jim Mancall, Vice President for Strategic Initiatives and Community Engagement, Nicole Mooney, Chair of Academic Assembly and Faculty Fellow for Shared Governance, and Heather Seely, Assistant to the President, presented an overview of the campus-wide review of BCC's shared governance structure. The review, informed by three years of survey data and listening sessions, revealed strong support for shared governance but concerns about complexity and lack of clarity. The proposed revisions include eliminating five subcommittees and retaining a single Shared Governance Council as the central recommending body, clarifying the council's role as advisory to the President, removing the President from council membership, and adopting a modified consensus decision-making model. Additional changes aim to improve transparency, accessibility of materials, and engagement. The Governance Council will vote on the revised Shared Governance Guide on Thursday, with elections for council seats, including student representation, scheduled by the end of the semester. The streamlined structure is expected to significantly reduce decision timelines, as illustrated by the library renaming process, which under the new model could move forward in one to two months rather than three to six.

FOUNDATION BOARD REPORT
L. Kiely noted the Foundation has met recently and took the opportunity to remind Trustees that at the end of calendar year we are hoping for 100% board participation in the annul fund.

STUDENT TRUSTEE REPORT No report

ALUMNI TRUSTEE REPORT
M. Myers reported that alumni participated in the Campus Cupboard Day of Service to prepare and distribute 150 Thanksgiving baskets to students.

SUBCOMMTTEE REPORTS
Finance and Audit Committee: No Report

Student Success Committee: Recent meeting had presentation around Title IX and AI integration with professional development for faculty.

Governance and Nominating Executive:
D. Gonzalez noted self-evaluation is being reviewed and will be presented and help guide the agenda for the retreat in January.

Executive Committee:
J. Bowen reported that the Executive Committee met to review and finalize the draft presidential profile, which reflects input from extensive campus and community listening sessions and surveys. The search committee has been formed with 16 members, including two students and three trustees, and held its first meeting with Academic Search to outline the timeline. Academic Search conducted stakeholder meetings and developed the profile, which incorporates BCC's leadership priorities and desired candidate characteristics. The Board reviewed the draft and moved it to be sent to Commissioner.

Upon a motion made by M. Myers and seconded by L. Kiely it was VOTED to approve Presidential Profile. After further discussion some language was amended and a motion to approved with amended language was made by J. Vrabel and seconded by C. Zaffanella and approved via roll call vote.

ADMINISTRATIVE ACTIONS
J. Singer presented personnel actions for the period of October 28, 2025, to December 2, 2025 (attached).

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

L. Gordy, Vice President of Academic Affairs presented a sabbatical proposal submitted by faculty member Julianna Spallholz. The proposed sabbatical will focus on the study of cookbooks as literary and cultural memoirs, with plans to publish scholarly work, develop a new course, and pursue a book project. The request was reviewed through the established peer review process, which includes committee evaluation, divisional dean assessment, and administrative recommendation, in accordance with contractual requirements. The proposal was noted to align with the College's mission and contribute to teaching and learning. Cost considerations and coverage for the faculty members' teaching load were addressed, with sufficient adjunct resources available.

Upon a motion, duly made by J. Cuyler, and seconded by C. Zaffanella, it was VOTED unanimously to approve the sabbatical.

ADJOURNMENT
The meeting was adjourned at 5:53pm with motion by M. Myers and seconded by *C. Zaffanella* and was VOTED unanimously.

DATE: Respectfully submitted,

Heather Seely

Approved:

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Julia Bowen, Board Chair