

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Minutes of November 22, 2016

The 354th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, November 22, 2016, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Robert Gilbert Yolanda Johnson Teddy McCormick Steven Mitus Suzanne Parker Lucy Perez Julie Pokela John Vaccaro
NOT PRESENT	Ted Hebert, Evan Plotkin, Katie Stebbins
ALSO PRESENT	Joe Bruseo, Michele Cabral, Karen Desjeans, Veena Dhankher, Mary Dixey, Amy Dopp, Steve Duffany, William Fogarty, Curt Foster, April Graziano, Jeff Hayden, Olivia Kynard, Nelson Lopez, Keith McKittrick, Marcia Mitchell, Ed Murch, Monica Perez, Jose Rivera, JoAnne Rome, Anthony Sbalbi, Michele Snizek, Chris Yurko
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:06 a.m.
APPROVAL OF THE MINUTES	On a motion by Trustee Vaccaro and seconded by Trustee Parker, it was VOTED to approve the minutes of the October 2016 meeting as presented. On a motion by Trustee McCormick and seconded by Trustee Vaccaro, it was VOTED to approve the minutes of the November 3, 2016, Presidential Selection meeting as presented.
APPROVAL OF PERSONNEL ACTIONS	On a motion by Trustee McCormick and seconded by Trustee Vaccaro, it was VOTED to approve the appointment for the MCCC Unit Professional Staff member as presented. On a motion by Trustee Mitus and seconded by Trustee Johnson, it was VOTED to approve the appointment of the Program/Work Area Department Chairs as presented. On a motion by Trustee McCormick and seconded by Trustee Mitus, it was VOTED to empower the Interim President of the College to approve all personnel actions prior to the next meeting.
MEETING CANCELLATION	On a motion by Trustee Vaccaro and seconded by Trustee Perez, it was VOTED to cancel the Board of Trustees' December 2016 meeting.
REPORT OF THE FINANCE COMMITTEE	Report of the Finance Committee presented by Trustee Mitus and Interim President William Fogarty: <ul style="list-style-type: none"> • The cost of the Hospitality & Culinary Arts Center (HCAC) is slightly

higher than originally expected. Additional ventilation needed, due to a change in location.

- Budget proposal initially submitted to Economic Development Agency (EDA) was based on the HCAC to be located at the Steam Building. However, when negotiations fell through, the Cubit Building was selected as the new location for the HCAC.
- Change in location is permitted by the EDA, but a new budget proposal may not be submitted by the college.
- If the college were to submit a new budget proposal, it would have to pull its original request and submit a new one for the next grant cycle. This would affect the timeline for when the HCAC would open. Trustee McCormick asked why there was a need to stay on schedule. Interim President Fogarty explained to the Board, “With MGM (Springfield) planning to open in the fall of 2018, the college would like at least one full year to train potential employees”.
- HCC can submit a supplemental budget request to the EDA for consideration, but must be submitted with estimates from actual bids, and not from an architect.
- In order to sign the construction contract to go ahead with the renovations, the college needs to secure all of its financing up front. Therefore, the Finance Committee proposed to the Board the following:

Whereas, the Holyoke Community College Foundation (the Foundation) has undertaken the creation of a hospitality and culinary arts center (the Center) on behalf of Holyoke Community College (the College); and,

Whereas, the College and the Foundation have jointly and individually obtained funding of \$4,186,500 from a variety of sources (U.S. Department of Commerce, the Commonwealth of Massachusetts, and MGM Resorts International, and \$387,300 of grant match funds); and,

Whereas, the U.S. Department of Commerce requires that 100% of the funding to complete the Center be guaranteed before it will make the granted funds available to cover expenses; and,

Whereas, the amount of estimated funds required to complete the project exceeds the available funds by \$1.9 million; and

Whereas, the HCC Foundation will continue to fundraise, apply for applicable new grant funds, and file an amended application with the U.S. Department of Commerce to address the current shortfall;

Now, therefore, the Finance Committee of the Board of Trustees of the College recommends that the full Board of Trustees move and vote approval of supplemental rent payments, or other financial guarantee, to the HCC Foundation of up to \$1.9 million upon occupancy of the Hospitality and Culinary Arts Center.

On a motion by Chair Gilbert and seconded by Trustee Vaccaro, it was **VOTED** to approve supplemental rent payments, or other financial guarantee, to the HCC Foundation of up to \$1.9 million upon occupancy of the Hospitality and Culinary Arts Center. Trustee McCormick abstained.

PRESIDENTIAL TRANSITION	<ul style="list-style-type: none"> • Dr. Christina Royal will be meeting with the Board of Higher Education on November 29, 2016 to finalize her appointment as HCC President. • Dr. Royal is scheduled to begin her tenure as President on January 9, 2017. • Efforts to welcome Dr. Royal to the college, and the local community, are underway.
REPORT OF THE CHAIR	<ul style="list-style-type: none"> • Chair Gilbert attended the Statewide Trustees Conference on October 27, 2016. One of the conference’s main focuses was on “risk-sharing” in regards to student loan defaults. • Chair Gilbert attended a regional Workshop held by the state’s Division of Capital Asset Management & Maintenance (DCAMM) at HCC on November 9, 2016. A central theme of the Workshop centered on institutions benefiting from the use of previously unused campus/facility space.
PRESIDENT’S REPORT	<ul style="list-style-type: none"> • <u>Campus Center Update</u> – Campus Center will close prior to the next Board meeting. Temporary food locations will be opened throughout the campus. The cafeteria will open for the first two weeks of the spring 2017 semester. The Book store will be moved to a different location on campus and will be referred to as the Campus Store. Students will be able to buy their books online through MBS Direct. Communications have been sent to students via postcard, email, as well as prominent signage throughout the campus and in classrooms. • <u>Center for Life Sciences Update</u> – Construction for the center will begin this winter, and is scheduled to finish next summer. Another potential source of private HCC Foundation funding has been identified. The college will be submitting an application for this funding. Potential funding would be used to expand the Center for Life Sciences within the Marieb Building, as well as upgrading all of the science labs. <p>Interim President Fogarty thanked the Board for the privilege and opportunity to serve as the College’s Interim President.</p> <p>Chair Gilbert thanked Interim President Bill Fogarty for serving as the College’s Interim President.</p>
OTHER BUSINESS	<p>Chair Gilbert reviewed policy on Old & New Business for Board meetings. Bylaws allow for the discussion of New Business not originally posted on Agenda by unanimous vote only.</p>
ADJOURNMENT	<p>The meeting was adjourned at 8:54 a.m.</p>

Respectfully submitted,

Teddy McCormick
Board of Trustees

Approved: Robert W. Gilbert, Jr., Chair, January 24, 2017