

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Minutes of October 25, 2016

The 353rd meeting of the Holyoke Community College Board of Trustees was held on Tuesday, October 25, 2016, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Robert Gilbert Yolanda Johnson Teddy McCormick Steven Mitus Evan Plotkin Julie Pokela John Vaccaro
NOT PRESENT	Ted Hebert, Suzanne Parker, Lucy Perez, Katie Stebbins
ALSO PRESENT	Joe Bruseo, Michele Cabral, Dan Campbell, Veena Dhankher, David DiIulis, Amy Dopp, William Fogarty, Curt Foster, April Graziano, Johanna Lebron, Nelson Lopez, Keith McKittrick, Marcia Mitchell, Ed Murch, JoAnne Rome, Anthony Sbalbi, Ruben Sepulveda, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Chris Yurko, Yanina Vargas
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:13 a.m.
APPROVAL OF THE MINUTES	On a motion by Trustee Vaccaro and seconded by Trustee Johnson, it was VOTED to approve the minutes of the September 2016 meeting as presented.
APPROVAL OF PERSONNEL ACTIONS	On a motion by Trustee Vaccaro and seconded by Trustee McCormick, it was VOTED to approve the appointment for the Non-Unit Professional Staff 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.
REPORT OF THE AUDIT COMMITTEE	David DiIulis, CPA from O'Connor & Drew P.C., reviewed the college's FY2016 final audited Financial Statements with the Board of Trustees. The auditors issued an unmodified opinion on the financial statements and no material weaknesses or significant deficiencies were noted regarding internal controls. David commended the College's staff on their efforts in assisting the auditors. David also noted the following: <ul style="list-style-type: none"> • Unfunded pension liability doubled from the previous year. • Total Assets \$66 million as of June 30th, 2016. \$8m Cash, \$6.5m Receivables, \$12m Investments, \$37m Capital Assets; • Liabilities & Deferred Inflow: \$32.4 million. \$9m Bonds Payable, \$9m Pension, \$4m Compensated Absences. • Positive Net Position. • Break even for FY 2016.

	<p>On a motion by Trustee Plotkin and seconded by Trustee Mitus, it was VOTED to accept the FY 2016 Final Audited Financial Statements as presented.</p>
<p>BRIEF ADJOURNMENT</p>	<p>Chair Gilbert proposed a brief adjournment so that he and Vice-Chair Pokela could welcome presidential finalist Dr. Julie White as she began her on-campus visit.</p> <p>On a motion by Trustee McCormick and seconded by Trustee Vaccaro, the Board VOTED for a brief adjournment at 8:31 a.m.</p> <p>Chair Gilbert re-called the meeting to order at 8:33 a.m.</p>
<p>REPORT OF THE PRESIDENTIAL SEARCH COMMITTEE</p>	<p>Report of the Presidential Search Committee presented by Vice-Chair Pokela.</p> <ul style="list-style-type: none"> • Skype interviews were conducted with 11 of 12 semifinalists (1 withdrew from the search process). • 4 finalists were selected (1 finalist withdrew prior to their on-campus visit). • The first presidential finalist, Dr. Laura Douglas, concluded her on-campus visit on Tuesday, 10/18. <p>The Commissioner of Higher Education approved the list of finalists. The Board will meet on Wednesday, 11/2 to vote on its final selection. At which time, the chosen candidate will then need to meet with the Board of Higher Education on Tuesday, 11/29.</p>
<p>REPORT OF THE STUDENT SUCCESS & ACCOUNTABILITY COMMITTEE</p>	<p>Report of the Student Success & Accountability Committee presented by Trustee Johnson.</p> <ul style="list-style-type: none"> • Trustee Johnson introduced the committee members: Yolanda Johnson, Chair Robert Gilbert Suzanne Parker (not present) Julie Pokela Marcia Mitchell Monica Perez (not present) Michele Snizek Renee Tastad Yanina Vargas <p>Trustee Johnson stated that Massachusetts leads the nation in degree attainability (earned).</p> <ul style="list-style-type: none"> • The committee is focusing its work and developing strategies to address the following 5 areas: <ol style="list-style-type: none"> 1. Enrollment 2. Retention 3. Remediation 4. Graduation 5. Culture & Climate Transformation <p>Trustee McCormick asked why there is no student participation on the committee. Trustee Johnson assured that students' questions and concerns are</p>

	brought to the committee's attention through committee members that meet regularly with students.
REPORT OF THE CHAIR	<ul style="list-style-type: none"> • Chair Gilbert thanked the Presidential Search Committee for its work and commitment to the search process. • Chair Gilbert announced that the Board will be meeting with the second finalist this afternoon.
PRESIDENT'S REPORT	<ul style="list-style-type: none"> • <u>Enrollment Update</u> – presented by Director of Institutional Research Veena Dhankher: <ul style="list-style-type: none"> - 5,890 Students enrolled for Fall 2016. Lowest since Fall 2000; and 6.3% decrease from Fall 2015. - FTE down 8.7% - 44% full-time; 56% part-time. - 326 Dual Enrollment; 110% increase from 2010. - Hispanic FTE's have been increasing every year. Currently, 25.3%. The college is now a Hispanic Serving Institution (HSI). • <u>Student Success Update</u> – presented by Assistant Vice President & Director of Academic Administration Idelia Smith: <ul style="list-style-type: none"> - Foundations of Health advising model to be scaled up and used throughout the College in all programming. - Student Early Alert System needs increased staff. The College will look into addressing these staffing needs. Pilot system to be launched after Spring 2017. - Using a diversity self-assessment tool developed by the New England Resource Center for Higher Education (NERCHE), the College will be undertaking a Diversity Audit.
ADJOURNMENT	The meeting was adjourned at 9:10 a.m.

Respectfully submitted,



Teddy McCormick
Board of Trustees

Approved: Robert W. Gilbert, Jr., Chair, November 22, 2016