

em NL

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES
ANNUAL & MARCH MEETING**

Minutes of March 22, 2016

The 347th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, March 22, 2016, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Lucien Dalton John Ferriter Robert Gilbert Yolanda Johnson Steven Mitus Suzanne Parker Lucy Perez Evan Plotkin Julie Pokela John Vaccaro
NOT PRESENT	Ted Hebert
ALSO PRESENT	Pam Baran, Louis Barry, Erica Broman, Dan Campbell, Karen Desjeans, Veena Dhancker, Mary Dixey, Amanda Drane, Kermit Dunkelberg, William Fogarty, Curt Foster, April Graziano, Kathy Hankel, Jeff Hayden, Kim Hicks, Eric Holt, Olivia Kynard, Johanna Lebron, Nelson Lopez, Keith McKittrick, William Messner, Marcia Mitchell, Michael Mizzoni, Karin Moyano Camihort, Ed Murch, Jose Rivera, Michelle Robak, Anthony Sbalbi, Idelia Smith, Linda Szalankiewicz, Renee Tastad, Yanina Vargas, Chris Yurko, Bonnie Zima Dowd
ANNUAL MEETING CALL TO ORDER	Chair Gilbert called the meeting to order at 8:03 a.m.
REPORT OF THE NOMINATING COMMITTEE	<p>Report of the nominating committee was presented by Trustee John Vaccaro. Trustees Julie Pokela and John "Jack Ferriter were nominated for the positions of Vice-Chair and Secretary, respectively.</p> <p>On a motion by Trustee Vaccaro and seconded by Trustee Mitus, it was VOTED to approve the nominations of Julie Pokela as Vice-Chair, and Jack Ferriter as Secretary.</p> <p>Trustee Vaccaro stated that there needs to be a change in the Board of Trustees' bylaws to reflect current processes. In the past, the Board nominated its Board Chair. That is no longer the case. The Board Chair is now appointed by the Governor of the Commonwealth of Massachusetts. Secretary Ferriter said he will look into updating the bylaws to reflect the current selection process.</p>
ANNUAL BUDGET REPORT	<p>Annual Budget Report presented by VP of Administration & Finance Bill Fogarty, and Secretary Ferriter.</p> <p>We continue to hold the status as the second least expensive institution in the state. However, given the various things that we need to be accomplishing in regards to student success, retention, and graduation, we are reaching the point in which we may not be able to maintain that distinction. Many of the programs</p>

	<p>that we would like to put in place to help our students succeed is very people intensive and technology intensive, thus increasing the college's expense. Another challenge facing the college, as are all of the other state institutions, is state funding. When we look at our FY16 budget the state appropriation is covering only 41%, as recently as FY2007 it was 48%. This adds a challenge to the college in keeping costs down while providing a quality education. The college is also facing challenges in enrollment. The college had a surge of enrollment in 2009 and 2010. With improvements to our economy, and a drop-off in the high school age population, we have lost 15% of enrollment between 2010 & 2015. Each percentage (1%) lost equates to \$225,000 in lost revenue for the college.</p>
ANNUAL MEETING ADJOURNMENT	The annual meeting was adjourned at 8:11 a.m.
CALL TO ORDER OF THE MARCH MEETING	<p>Board Chair Robert Gilbert welcomed from the Department of Higher Education, Director of the Office of Trustee Relations & Deputy General Counsel Michael Mizzoni. Chair Gilbert also acknowledged that Commissioner of Higher Education Carlos Santiago will be joining the meeting shortly.</p> <p>Chair Gilbert called the meeting to order at 8:12 a.m.</p>
APPROVAL OF THE MINUTES	On a motion by Secretary Ferriter and seconded by Trustee Vaccaro, it was VOTED to approve the minutes of the February 2016 meeting as presented.
APPROVAL OF PERSONNEL ACTIONS	<p>VP for Business & Community Services Jeff Hayden introduced Kermit Dunkelberg as the new Assistant VP for Adult Basic Education & Workforce Development.</p> <p>VP for Administration & Finance Bill Fogarty introduced the newly appointed Director of Campus Safety Jose Rivera.</p> <p>On a motion by Trustee Parker and seconded by Vice-Chair Pokela, it was VOTED to approve the appointments and reappointments for the Non-Unit Professional Staff.</p> <p>On a motion by Secretary Ferriter and seconded by Trustee Vaccaro, it was VOTED to empower the President of the College to approve all personnel actions prior to the next meeting.</p>
REPORT OF THE FINANCE COMMITTEE	<p>First & Second Quarterly Statement of Revenue and Expenses for FY 2016 was presented by Secretary Ferriter.</p> <p>First quarter total revenue is favorable, up 3% totaling \$525,000. Total expenses are unfavorable, up 4% just under \$400,000. Second quarter total revenue is favorable, up 2% totaling \$626,000. Total expenses are unfavorable at just under 4%, totaling \$858,000. A reduction in tuition and fee revenues is a result of a decline in enrollment. The Finance Committee found that the college was running over budget for FY 2016. To balance out the FY 2016 budget, all campus budgets were reduced by 5%.</p> <p>On a motion by Trustee Mitus and seconded by Trustee Perez, it was VOTED to approve the First & Second Quarterly Statement of Revenue and Expenses for FY 2016 as presented.</p>

REPORT OF THE STUDENT SUCCESS & ACCOUNTABILITY COMMITTEE	<p>Report of SSAC was presented by Trustee Yolanda Johnson.</p> <p>Holyoke Community College is a consistently well regarded institution. That being said, there needs to be work done around issues regarding equity and outcome for students, particularly students of color. With the college on the verge of becoming a Hispanic Serving Institution (25% of its student body – Latino) we need to take a look at financial implications that may arise due to this distinction.</p>
REPORT OF THE CHAIR	<p>Chair Gilbert met with Vice-Chair Julie Pokela in regards to the Presidential Search Committee. There's quite a bit of work involved, which will be discussed at future Board meetings.</p>
COMMISSIONER OF HIGHER EDUCATION	<p>As part of his day long visit to the campus, Massachusetts Commissioner of Higher Education Carlos Santiago took part in a discussion with the Board of Trustees.</p> <p>Massachusetts is the most educated state in the country with at least 55% of its population holding at least a Bachelor's degree. We are also the most knowledge driven economy in the country. Today, jobs that require a post high school education, 80% percent now require at least a bachelor's degree. We are in an economy that is calling for more and more educated members of its citizenry to fuel the economy moving forward. Currently, Mass Public Higher Education (MPHE) serves 66% of our states population. Unfortunately, the state ranks 49th out of 50th in student need-based funding. We need more students to succeed. We need to align ourselves with learning and education practices & outcomes from as early as K-12. Feedback that the Commissioner hears from students throughout the state is that most are grateful for the community college system. Yet, they face challenges related to homelessness, food shortage, transportation, book expenses etc. As of today, there are 2,600 different articulation agreements for transfer between the state's community colleges and four-year institutions. We are looking to create a more unified agreement(s) that will make it easier for students to transfer between 2yr and 4yr institutions. Part of this work will be the creation of the "Commonwealth Commitment", in which transfer from a 2yr to a 4yr institution will be clear and defined, and at a reasonable cost.</p>
PRESIDENT'S REPORT	<ul style="list-style-type: none"> • Legislative Luncheon – Over 100 people attended the event, including 18 Legislators representing Berkshire, Franklin, Hampshire, and Hampden Counties. Two new presidents were introduced. Dr. James Birgé of Massachusetts College of Liberal Arts, and Dr. Ramon Torrecilha of Westfield State University. There were four student presentations, highlighting their journey and transfer experience from community college to four year institution, as well as to employment. • Update on Capital Projects – The College is waiting on funding from the state's office of Administration & Finance for the Campus Center renovations. Construction of the new Center for Life Sciences (Marieb Building) and the Center for Hospitality and Culinary Excellence are moving forward as planned. • Holyoke Public Schools Department Interaction – HPS and HCC are moving forward on a Dual Enrollment (DE) Program that will begin this summer. Going forward, there will be a particular focus in

	<p>Healthcare & Manufacturing. HCC will work with STCC so that its manufacturing program can be incorporated at Dean Tech. Receiver Zrike's goal is to eventually have 50% of all Holyoke students involved in DE. The Governor is recommending that this year's statewide DE funding be increased from \$1mil. to \$2mil. Last year HCC received \$50,000 in DE funding, with Holyoke students receiving the funds primarily. This year HCC is seeking at least \$100,000 in DE funding. Moving forward with DE will require hiring one staff member to serve as a liaison between the college, HPS and its students. Funding for this position may be procured from the Davis Foundation, Amelia Peabody Foundation, Balfour Foundation of Bank of America, and the Beveridge Foundation.</p>
<p>OTHER BUSINESS</p>	<ul style="list-style-type: none"> • <i>Recent Success</i> – The HCC Foundation has received 100% participation from the Board of Trustees. The HCC Foundation is the largest foundation among all community colleges in the state. • Presidential Search Committee (PSC) is working on criteria for committee demographics. PSC intends to send out a Request For Qualifications (RFQ) for a search firm's assistance. <p>On a motion by Vice-Chair Pokela and seconded by Secretary Ferriter it was VOTED to approve an RFQ for a search firm's assistance.</p> <ul style="list-style-type: none"> • The college will be requesting \$150,000 from its reserve funds account to cover expenses related to search firms and for assistance reallocating Campus Center services throughout the HCC campus during renovations.
<p>ADJOURNMENT</p>	<p>The meeting was adjourned at 9:17 a.m.</p>

Respectfully submitted,



John Ferriter, Secretary
Board of Trustees

Approved: Robert W. Gilbert, Jr., Chair, April 26, 2016